

State of California
DEPARTMENT OF JUSTICE



BILL LOCKYER

Attorney General

STEVE COONY

Chief Deputy Attorney General
Administration and Policy

STEVEN H. STAVELEY

Director, Division of Law Enforcement

NICK DEDIER

Director, Division of Criminal Justice Information Services

RANDY ROSSI

Director, Firearms Division

MISSION

Division of Law Enforcement

It is the mission of the Division to provide its customers and clients extraordinary services in forensic sciences, forensic education, narcotics investigations, criminal investigations, intelligence and training. The Division will endeavor to be on the cutting edge of the delivery of these services. Our mission can best be achieved by working with local law enforcement agencies as well as state and federal agencies. They are both our customers and our partners in this endeavor. Justice under the law and the highest ethical standards shall be the focus of all service delivery.

Division of Criminal Justice Information Services

To protect the people of the State of California by facilitating the exchange of accurate, timely, and complete criminal justice intelligence, identification, and information using state-of-the-art computer technology. To provide law enforcement the means to identify and apprehend persons suspected of criminal activity; and to provide regulatory agencies the means to license only qualified persons in positions of public trust.

Firearms Division

To serve the people of California through education, regulation, and enforcement actions regarding the manufacture, sales, ownership, safety training, and transfer of firearms. Firearms Division staff will be leaders in providing firearms expertise and information to law enforcement, legislators, and the general public in a comprehensive program to promote legitimate and responsible firearms possession and use by California residents.

INTRODUCTION

The Directory of Services is published for the purpose of informing local, state, and federal criminal justice agencies of the variety of services offered by the Division of Law Enforcement (DLE), Division of Criminal Justice Information Services (DCJIS), and the Firearms Division. These services are provided through six major areas:

- C CRIMINAL IDENTIFICATION AND INFORMATION**
Provides critical information and identification services to law enforcement, the applicant community and individuals who are authorized by law.
- C CRIMINAL INFORMATION AND ANALYSIS**
Provides information and technical assistance on a variety of manual and automated systems, as well as analysis of statistical data pertaining to these Criminal Justice Information Systems.
- C INVESTIGATION AND ENFORCEMENT**
Conducts criminal, civil and special investigations and provides assistance to law enforcement agencies in investigations, narcotic enforcement, and criminal/narcotic intelligence.
- C FORENSIC SERVICES**
Provides criminalistics, blood alcohol, training, and related forensic science services to state and local law enforcement agencies, district attorneys, and the courts in California.
- C FIREARMS REGULATION AND CONTROL**
Provides criminal and mental health clearances necessary for firearms purchase/transfer, special licenses, and occupations involving use/possession of firearms; regulates firearm dealers, manufacturers, and gun show promoters; provides investigative support to law enforcement; and administers firearms safety programs.
- C O. J. "BUD" HAWKINS DATA CENTER**
Coordinates all Department of Justice automated data processing and telecommunications activities including CLETS, DCJIS and Cal-ID.

HOW TO USE THIS DIRECTORY

A listing of primary staff responsible for the services provided is on pages 1-6. All services provided by DLE, DCJIS, and Firearms are listed within this directory in alphabetical order by subject matter. Included is a brief description of each service, along with the address and telephone number of the appropriate program to contact when making inquiries. Services provided are found on pages 7-85.

Forms and publications are listed on pages 87-92, along with the address and telephone number of the appropriate program to contact for making inquiries.

To further assist in locating the needed service, the index contains a detailed cross-reference of all subjects contained in this directory. The index begins on page 104.

Questions pertaining to the information contained in this directory should be directed to the Field Operations Unit at (916) 227-3755.

TERMS AND ACRONYMS

Like many governmental agencies, the Divisions of Law Enforcement, Criminal Justice Information Services, and Firearms have their own language of acronyms. The following list may assist communications between local law enforcement, the public and our division employees:

ABC	Article, Brand and Category User's Guide	DVROS	Control Domestic Violence Restraining Order System
ABS	Automated Boat System	EPIC	El Paso Information Center
ACHS	Automated Criminal History System	FINCEN	Financial Crimes Enforcement Network
AFIS	Automated Fingerprint Identification System	GMNI	Gang Master Node Index
AFS	Automated Firearms System	GREAT	Gang Reporting, Evaluation and Tracking System
ALPS	Automated Latent Print Section	HDC	O. J. "Bud" Hawkins Data Center
APS	Automated Property System	IIC	Integrated Image Controller
ATC	Advanced Training Center	LEOKA	Law Enforcement Officers Killed or Assaulted
BCIA	Bureau of Criminal Information and Analysis	MACR	Monthly Arrest and Citation Register
BCII	Bureau of Criminal Identification and Information	MNI	Master Name Index
BFS	Bureau of Forensic Services	NCIC	National Crime Information Center
BFSC	Basic Firearms Safety Certificate	NLETS	National Law Enforcement Telecommunications System
BNE	Bureau of Narcotic Enforcement	OBTS	Offender-Based Transaction Statistics
CACI	Child Abuse Central Index	PCP	Precursor Compliance Program
CAL-ID	California Identification System	RAN	Remote Access Network
CAL-PHOTO	California Central Photograph Index	ROS	Restraining Order System
CAL-REG	National Sex Offender Registry	SHO	Sexual Habitual Offender
CAMP	Campaign Against Marijuana Planting	SHOP	Sexual Habitual Offender Program
CBI	California Bureau of Investigation	SINS	Statewide Integrated Narcotics System
CDC	California Department of Corrections	SOIL	Sex Offender Identification Line
CFIS	Consolidated Firearms Information System	SPAT	Sexual Predator Apprehension Teams
CIRT	Criminal Investigation Response Teams	SRF	Supervised Release File
CJIS	Criminal Justice Information System	SVS	Stolen Vehicle System
CJSC	Criminal Justice Statistics Center	SVU	Stolen Vehicle Unit
CLETS	California Law Enforcement Telecommunications System	TPP	Triplicate Prescription Program
CPLS	California Parent Locator Services	UCR	Uniform Crime Reporting
COE	Certificate of Eligibility	VCIN	Violent Crime Information Network
CORI	Criminal Offender Record Information	VSP	Violence Suppression Program
COSB	CJIS Operations Support Branch	WIN	Western Identification Network
CPA	Child Protective Agency	WPS	Wanted Persons System
CWPP	California Witness Protection Program	WSIN	Western States Information Network
DCJIS	Division of Criminal Justice Information Services		
DIRS	Digital Image Retrieval System		
DLE	Division of Law Enforcement		
DOJ	Department of Justice		
DROS	Dealer's Record of Sale		
DTSC	Department of Toxic Substances		

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ORGANIZATION AND TELEPHONE LIST

Unit	Manager	Phone
Division of Law Enforcement Office of the Director		
Director	Steven H. Staveley	(916) 227-3884
Deputy Director	Patrick N. Lunney	(916) 227-3884
Adjutant to the Director	Perry Dominey	(916) 227-3885
Public Information Officer	Michael Van Winkle	(916) 227-3882
General Information		(916) 227-3481
Mission Support Branch		
Assistant Director	George J. Doane	(916) 227-4044
Operations Support Section		
Assistant Chief	Mitchel J. Brown	(916) 227-4189
Professional Standards/Internal Affairs	Ed Machado	(916) 227-3478
Inspections/Security/Facility Protection	Julie Hume	(916) 227-3639
Aviation Program	Bob Lytle	(916) 364-3977
Advanced Training Center (ATC)	John Taylor	(916) 227-5024
Resource Management Section		
Acting Assistant Chief	Ron Phillis	(916) 227-4162
Technical Support	Rob Stoinoff	(916) 227-3635
Network Services	David Rodowicz	(916) 227-3635
Electronic Instrumental Support	Mike Lee	(916) 227-4142
Research and Development	Michael Calvert	(916) 227-4128
Radio Communications	Bill Lee	(916) 227-4029
Technical Operations (Surveillance Equipment)	Bob Sanders	(916) 227-4142
Fiscal and Human Resources Section		
Assistant Chief	Richard Bradshaw	(916) 227-3977
Human Resources	Kathy Ellis	(916) 227-4196
Fiscal Support Services	Rich Malin	(916) 227-4200
DLE EEO Coordinator	Faye Isidro	(916) 227-4224

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California Bureau of Investigation (CBI)

Chief	Martin Ryan	(916) 227-4045
Assistant Chief	Diana Machen	(916) 227-4040
Intelligence Operations		(916) 227-4070
Gangs/Criminal Extremists Unit	Jerry Marynik	(916) 227-4212
Intelligence Support Section	Bob Morehouse	(916) 227-4218
Organized Crime Unit	Bob Morehouse	(916) 227-4218
CAL/GANG	Don Mace	(916) 227-4070
California Witness Protection Program	Judy Cornick	(916) 227-4191
Polygraph Unit	Douglas Mansfield	(916) 464-2001
Violent Crime Profiling Unit	Sharon Pagaling	(916) 464-2001
Foreign Prosecutions Unit	Rich Ward	(714) 558-4183
Regional Offices		
Fresno		(559) 445-6421
Los Angeles	Dave Genens	(323) 887-4111
Orange	Rich Ward	(714) 558-4183
Sacramento	Alan Benitez	(916) 464-2001
San Diego	Rich Ward	(619) 645-2380
San Francisco	Ken Newton	(415) 351-3374

Bureau of Narcotic Enforcement (BNE)

Acting Chief	Jack Beecham	(916) 227-4044
Campaign Against Marijuana Planting (CAMP)	Gil Van Attenhoven	(916) 464-2020
Strategic/Tactical Support	Marilyn Rao	(916) 227-4005
Clandestine Laboratory Program	Ron Gravitt	(916) 227-3985
Precursor Compliance Program	Katina Kypridakes	(916) 227-3231
Violence Suppression Program	Chris Davis	(916) 227-4063
Financial Investigations Program/ Asset Forfeiture Program	Chris Davis	(916) 227-4063
Triplicate Prescription Program	Chris Bucher	(916) 227-4125
Deputy Chief (Operations)	Rotating	(916) 227-4044
Fresno	Wil Cid	(559) 445-5451
Los Angeles	Dick Flood	(323) 887-4111
Orange	Walter Allen	(714) 558-4183
Redding	Jack Nehr	(916) 224-4750
Riverside	Ed Synicky	(909) 782-4313
Sacramento	Tim Bobitt	(916) 464-2030
San Diego	Phil Donohue	(619) 645-2380
San Francisco	Robert Elsberg/Dave Tresmontan	(415) 351-3374
San Jose	Christy McCampbell	(408) 452-7360

Bureau of Forensic Services (BFS)

Chief	Jan Bashinski	(916) 227-9564
Assistant Chief (Administration)	Jay Mark	(916) 227-3646
California Criminalistics Institute	Victor Reeve	(916) 227-3575
Berkeley DNA Laboratory	Lance Gima	(510) 540-2434
Special Sections		
Blood Alcohol	Steve Scott	(916) 227-3635
Latent Print Section	Michael Murphy	(916) 227-3797
Questioned Documents Section	David Crowe	(916) 227-3623
Toxicology Laboratory	Bill Phillips	(916) 227-3620
Assistant Chief (Lab Operations)	Mike White	(916) 227-3645
Chico	Ron Ralston	(916) 895-5024
Eureka	Bill Casper	(707) 445-6682
Freedom	Ray Jensen/Juan Bergado	(831) 761-7620
Fresno	William Smith	(559) 278-2982
Redding	Joe Ryneearson/Bruce Palmer	(530) 225-2830
Ripon	Marianne Vick/Katy Ciula	(209) 599-3550
Riverside	Art Young	(909) 782-4170
Sacramento	Linda Hartstrom	(916) 227-3777
Santa Barbara	Darryl Tate	(805) 681-2580
Santa Rosa	Bill Corazza	(707) 576-2415
Stockton	John Yoshida	(209) 948-7554

**Division of Criminal Justice Information Services
Office of the Director**

Director	Nick Dedier	(916) 227-3043
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CJIS Operations Support Branch

Assistant Chief	Terri Newby	(916) 227-3049
CJIS Executive/CORI Audits	Rebecca Hayashida	(916) 227-3736
California Parent Locator Service	Bruce Kaspari	(916) 323-5662
Field Operations	Cheryl Steuer	(916) 227-3247
Public Information Officer	Michael Van Winkle	(916) 227-3882

Bureau of Criminal Identification and Information (BCII)

Chief	Gary Cooper	(916) 227-3857
Assistant Chief	Louise Knedel	(916) 227-3853
Assistant Chief	Tina Medich	(916) 227-3352
Applicant Processing Program	Paul Johnson	(916) 227-3324
Applicant & Public Services Section	Dale Baland	(916) 227-3809
Automated Support Program	Ron Blackston	(916) 227-5770
Systems Development and Implementation I	Shelley Rife	(916) 227-3841
Systems Development and Implementation II	Kevin Dougherty	(916) 227-3436
CAL-ID Program	Hugh Hayden	(916) 227-3864
ACOS/ID Section	Loy Cluney	(916) 227-3353
AFIS/NATMS ID Section	Rick McFarland	(916) 227-3317
Automated Latent Print Section	Tamara Burkart	(916) 227-3314
California Automated Palm Print Section	Gordon Low	(916) 227-3314
Disposition Analysis & Processing Program	Cathy Kester	(916) 227-3865
Disposition Update Section	Norm Pierce	(916) 227-3406
Record Analysis & Processing Program	Kirby Vickery	(916) 227-3851
Record Update Section	Andy Kojima	(916) 227-3395
Record Information and Services Program	Scott Lorigan	(916) 227-6934
Applicant & Criminal Liaison Section	Denise True	(916) 227-5777
Records Management and Problem Resolution Section	Rebecca Mills	(916) 227-3376
Record Support Section	Marilyn Scheidegger	(916) 227-6913
Reporting, Evaluation & Planning Program	Barbara Kelley	(916) 227-1352
Integration, Planning & Reporting Section	Julie Basco	(916) 227-3854

Bureau of Criminal Information and Analysis (BCIA)

Chief	Doug Smith	(916) 227-3519
Assistant Chief	Mike Acosta	(916) 227-3552
Assistant Chief	Mike Broderick	(916) 227-3711
Assistant Chief	Debbie Hesse	(916) 227-2372
Automated Systems Program	Stan Wilkins	(916) 227-3754
Automated Firearms/Property, Dealer Licensing		
Data Base Audits Section	Dennis Kojima	(916) 227-6876
Systems Information Section	George Hisamoto	(916) 227-3721
	Stolen Vehicles and Boats/Wanted Persons/	
Restraining Orders		
Communication Administration Program	George Renfroe	(916) 227-3863
CLETS Admin Section	Tracy Fletcher-Bowman	(916) 227-3676
Criminal Justice Statistics Center	Steve Galeria	(916) 227-3282
Statistical Analysis Center	Debbie McLaughlin	(916) 227-3515
Special Requests/Special Data	Linda Nance	(916) 227-3509
Statistical Data Center		(916) 227-3564
Information Expedite Program	Bud Wilford	(916) 227-3263
Legislation	John Woods	(916) 227-3283

Bureau of Criminal Information and Analysis (Cont.)

Violent Crime Information Center	Rick Griego	(916) 227-3280
CAL-REG	Nancy Kniskern	(916) 227-4108
Investigative Services Program		(916) 227-3280
Sex Offender Tracking Program	Margaret Moore	(916) 227-4199
Supervised Release File	Peggy Kelly	(916) 227-3262
Child Protection Program	Martha Cook	(916) 227-3347

Western States Information Network (WSIN)

Director	Donald L. Meyers	(916) 263-1166
Director, Bay Area NIN	Bob Prevot	(877) 4BAYNIN
Deputy Director	Michael Freer	(916) 263-1184
Administration	Tina Jones	(916) 263-1178
Analysis and Research Units	Karen Aumond	(916) 263-1190
Los Angeles	Sakari Jutila	(213) 889-5276
San Diego	Jocelyn Kircher	(619) 616-4089
Information and Services Unit	Michael J. Scott	(916) 263-1186
Los Angeles	Carl Buettner	(213) 889-7885
San Diego	Harry Stovall	(619) 616-4161
Regional Coordination	Gerald C. Clemons	(916) 263-1160
Surveillance Equipment		
Sacramento	Stuart Shockley	(916) 227-4142
San Diego	Mike Sarmiento	(619) 616-4164

O. J. Bud Hawkins Data Center

Chief	Application Development Bureau Al Duran	(916) 227-2491
Chief	Hawkins Data Center Bureau Cuong Nguyen	(916) 227-3045
Chief	Infrastructure Support Bureau Gail Overhouse	(916) 227-3178

Firearms Division

Director	Randy Rossi	(916) 263-6275
Assistant Director	Dale Ferranto	(916) 263-0833
Program Manager	Steve Buford	(916) 227-4340
Firearms Information Services	Mike Case	(926) 227-4731
Firearms Clearance Section	Vacant	

ADVANCED TRAINING CENTER

The Advanced Training Center (ATC) provides training in narcotic investigation and specialized investigative techniques to California law enforcement personnel and provides and coordinates in-service training for employees of the Department of Justice.

SERVICES

- Ⓒ **LAW ENFORCEMENT TRAINING PROGRAM.** Developing skills is an ongoing process throughout the career of most law enforcement officers, regardless of their areas of expertise. The breadth of knowledge required ranges from experimental to technical. The ATC, working in cooperation with the Commission on Peace Officer Standards and Training (POST), has developed and offers a wide variety of courses related to law enforcement investigative training.
- Ⓒ **NARCOTIC TRAINING PROGRAM.** The ATC offers comprehensive narcotic training courses to local law enforcement agencies on a continual statewide basis as well as provides the primary coordination of a special agent entry-level academy. The program also provides speakers and programs to community service organizations.
- Ⓒ **IN-SERVICE EDUCATION AND TRAINING PROGRAM.** One of the basic needs of all employees is a comprehensive in-service education and training program. This program helps to ensure that every employee, from manager to rank and file, has the opportunity for skills enhancement, individual development training, and job-required training. This program includes the Career Counseling, Employee Assistance, and POST Compliance programs.
- Ⓒ **INTERAGENCY TRAINING PROGRAM.** The ATC offers POST certified training to all agencies in the regular POST reimbursement program. Through interagency agreements, this training is also provided to non-reimbursable agencies. Many of these courses are also eligible for the Board of Corrections Standards and Training for Corrections (STC) special certification.
- Ⓒ **PUBLICATIONS AVAILABLE**
 - POST Certified Training Program Course Catalog and Schedule of Classes
 - In-Service Training Course Summary and Schedule
 - Interagency Training Program Catalog

See also: Appendix C, Parts 1 and 2.

INQUIRIES

California Department of Justice
Division of Law Enforcement
Mission Support Branch
Advanced Training Center
4949 Broadway, Room E-131
Sacramento, CA 95820
(916) 227-3200 (CALNET) 498-3200
FAX (916) 227-3198

APPLICANT AND CRIMINAL LIAISON

The statewide implementation of electronic fingerprinting (live scan) technology has been a key element in the Department's efforts to improve criminal and applicant record processing. Replacing traditional ink fingerprinting, live scan is a computer-based system that digitizes fingerprint images via a scanner and enables the standardized entry of text data. The system transmits the images and data as an electronic fingerprint record to the Department over a statewide frame relay communications network.

In electronic form, the fingerprint record can be fully processed in an automated, real-time environment through the Networked AFIS Transaction Management System (NATMS). This transaction processor searches and updates existing automated data bases, sends search results on criminal records to contributing agencies through the California Law Enforcement Telecommunications System, transmits the record to the FBI, and sends the transaction to the Department's electronic storage system - the Transaction Archive System.

Over the past several years, criminal justice agencies statewide have been steadily implementing live scan to process criminal arrest transactions. Live scan has also streamlined the processing of background clearances required for employment, licensing, and certifications. A newly developed Applicant Processor enables the results of the fingerprint check to be automatically sent to contributing agencies via e-mail and fax as well as U.S. mail. This system has effectively reduced the processing time for most applicant background clearances from several weeks to less than three days.

In January 2000, the Department will begin taking steps to encourage all applicant agencies having reasonable access to a terminal to utilize this system exclusively and discontinue the submission of hard-copy fingerprint cards.

SERVICES

- Bureau's central point of contact for assistance with applicant and criminal fingerprint submissions.
- Coordinate the resolution of image and data problems with agencies, vendors, and bureau programs.
- Monitor live scan utilization for quality control purposes, identify error patterns in submitted records, resolve problem areas through follow-up training and meetings with responsible agencies.
- Coordinate site selection, procurement, installation, acceptance testing, and connection of live scan terminals and peripheral equipment.
- Conduct agency training in the field regarding the operation and maintenance of the live scan terminals, data entry, and fingerprint capture techniques.

INQUIRIES

California Department of Justice
Bureau of Criminal Identification and Information
P.O. Box 903417
Sacramento, CA 94203-4170
(916) 227-6360 (CALNET) 498-6360

APPLICANT PROCESSING

The Bureau of Criminal Identification and Information (BCII) received and processed more than 1.2 million requests for applicant background clearance checks in Fiscal Year 1999/2000. Requests are received either electronically or by manual hard card submissions. The number of electronic submissions continues to grow as the availability of Live Scan devices increases throughout the State.

SERVICES

- C Assist in authorizing new agencies to submit applicant background checks.
- C Review criminal records to ensure dissemination criteria meets legal mandates.
- C Provide criminal background clearances.
- C Serve as the central contact for processing Federal Bureau of Investigation (FBI) applicant background requests.
- C Provide subsequent arrest information to authorized agencies.
- C Provide applicant processing and follow-up information.

INQUIRIES

California Department of Justice
Bureau of Criminal Identification and Information
P.O. Box 903417
Sacramento, CA 94203-4170
(916) 227-3823 (CALNET) 498-3823

ARREST AND DISPOSITION REPORTING

This program provides services in the areas of reporting information, field training, and on-site analysis of reporting problems related to arrest fingerprint cards and dispositions.

SERVICES

- C Serves as the primary contact for local agencies on matters concerning reporting problems, submissions, and requirements. Also coordinates efforts between law enforcement agencies and division programs to improve the reporting of arrest and disposition data.
- C Conducts training sessions for criminal justice agencies on rap sheet interpretation and procedures for completing arrest and disposition reports.
- C Evaluates local processing problems and develops recommendations for their resolution.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
CJIS Operation Support Branch
Field Operations
P.O. Box 903427
Sacramento, CA 94203-4270
(916) 227-3755 (CALNET) 498-3755
FAX: (916) 227-3658

For Disposition of Arrest and Court action the JUS 8715 Form must be completed and sent via Fax to the Bureau of Criminal Identification and Information (BCII) at (916) 227-3382. To order a JUS 8715 Form, contact BCII at (916) 227-3397.

ASSET FORFEITURE

The Asset Forfeiture Program provides training, information, and investigative assistance to local, state, and federal law enforcement agencies involved in seizing assets from illicit drug traffickers.

SERVICES

- C Provides financial investigation expertise to assist law enforcement in the application of state and federal asset forfeiture laws, including the development of probable cause and supportive evidence for the seizure of assets.
- C Coordinates and responds to federal, state and local law enforcement requests for asset forfeiture/financial information.
- C Provides training to develop the highest possible level of financial investigative expertise and capability among California law enforcement agencies in order to maximize the implementation and effectiveness of the state and federal asset forfeiture laws.
- C Provides information on Chapter 8, Division 10, Health and Safety Code, the asset forfeiture provisions of the Uniform Controlled Substances Act, and Title 18 USC, Section 881(e).

INQUIRIES

California Department of Justice
Division of Law Enforcement
Bureau of Narcotic Enforcement
Financial Investigations Program
P.O. Box 161089
Sacramento, CA 95816-1089
(916) 227-3983 (CALNET) 498-3983
FAX: (916) 227-0546

AUTOMATED CRIMINAL HISTORY AUDITS

The Automated Criminal History Audits Section provides technical assistance in the proper use and dissemination of Criminal Offender Record Information (CORI) by criminal justice agencies.

SERVICES

- C Audits criminal justice agencies or authorized person using CORI to ensure compliance with state regulations.
- C Coordinates activities with interstate systems for exchange of CORI.
- C Handles complaints regarding unauthorized access and misuse of CORI.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
CJIS Operations Support Branch
Automated Criminal History Audits
P.O. Box 903427
Sacramento, CA 94203-4270
(916) 227-3459 (CALNET) 498-3459
FAX: (916) 227-4997

AUTOMATED FIREARMS SYSTEM

The Automated Firearms System (AFS) is a statewide, online data base of serialized firearms records that is divided into two segments: law enforcement and historical records. Law enforcement records consist of firearms that are either stolen, lost, found, under observation, held in evidence, destroyed, institutionally registered or retained for official use. Historical records are comprised of firearms associated with a person. These records consist of the Dealer's Record of Sale (DROS) of revolvers or pistols; pawn, buy, or consignment transactions; licenses to carry concealed weapons; assault weapon registrations; voluntary firearm registrations, firearms sold at auctions, operation of law, new residents, collector's and pawn redemption.

SERVICES

- C Provides firearms information to criminal justice agencies to assist in the identification and recovery of stolen and lost firearms, and to assist in the apprehension and prosecution of persons involved in illegal firearms activity.
- C Provides data base instructions and technical assistance to AFS users.
- C Provides law enforcement agencies with special searches and listings from the AFS file by record type, gun type or make, agency, city or county, and etc.
- C Provides law enforcement agencies with "name flags" or "weapon flags" for subsequent firearm activity notification on persons or firearms.
- C Provides law enforcement agencies with batch cancellation of their records in AFS.
- C Provides appropriate firearm statistical information to the news media, Legislature, criminal justice agencies, and the general public.
- C Provides certified copies of firearm records in AFS for court use.
- C Provides a statewide listing of persons who make multiple purchases during a specified period.
- C Provides citizens with a listing of their DROS records in AFS.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
Bureau of Criminal Information and Analysis
Automated Property/Firearms and Dealer Licensing Section
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-3687 (CALNET) 498-3687
FAX (916) 227-3774

AUTOMATED LATENT PRINTS

The Automated Latent Print System (ALPS) became operational on October 9, 1985, as a component of the California Identification (Cal-ID) System; and it provides the ability to search latent impressions developed on physical evidence against a data base of known criminal offenders

SERVICES

- C Provide latent print “cold search” services for law enforcement agencies.
- C Provide fingerprint comparisons on thumb prints appearing on multiple Department of Motor Vehicles (DMV) documents used for fraudulent purposes.
- C Provide expert court testimony for ALPS and DMV cases.
- C Provide POST training to law enforcement agencies on fingerprint pattern interpretation based on the Henry System.
- C Receive palm print cards and maintain manual files pursuant to California Penal Code Section 296.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
Bureau of Criminal Identification and Information
Criminal Records Improvement Program
P.O. Box 168007
Sacramento, CA 95816-8007
(916) 227-3314 (CALNET) 498-3314

AUTOMATED PROPERTY SYSTEM

The Automated Property System (APS) is a statewide, online data base of serialized and non-serialized property. It contains records of property that has been stolen, lost, found, under observation, held for evidence, pawned or bought.

SERVICES

- C Provides data base instructions and technical assistance to APS users.
- C Provides law enforcement personnel with a rapid means of identifying serialized property that may be stolen and persons who may be involved in stolen property crimes.
- C Provides investigative leads to law enforcement in identifying stolen property and persons who may be involved in property crimes.
- C Conducts special searches and provides listings from APS by record type, article, brand, agency or county.
- C Provides law enforcement agencies with a "name flag" in APS for the subsequent pawn/buy activity of a person.
- C Provides "frequent pawnor" lists by agency or county of individuals conducting pawn/buy activities. This information is often used as an investigative tool in tracking suspects involved in property crimes.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
Bureau of Criminal Information and Analysis
Automated Property/Firearms and Dealer Licensing Section
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-3757 (CALNET) 498-3757
FAX: (916) 227-3774

AUTOMATED SUPPORT PROGRAM

The Automated Support Program (ASP) provides management and coordination of all automated projects within the Bureau of Criminal Identification and Information and acts as the system administrator for the Department's Automated Criminal History System (ACHS). ASP also provides technical assistance to the Networked AFIS Transaction Management System (NATMS) and the Live Scan network, acting as Program Administrator for NATMS.

SERVICES

- C Technical Assistance and Specifications:
- C MNI and ACHS: Development of specifications and technical assistance to agencies.
- C Design, development, and implementation of new system applications and interfaces, including detailed specification writing, general system design, and functional requirements for new systems being proposed.
- C Program administration of NATMS, including analysis and monitoring of system operations, development of specifications, coordination of acceptance testing for installation of new and modified software.
- C Liaison: Act as liaison between criminal justice agencies, Department programs and Department and vendor technical staff.
- C ACHS Requirements for Tape/Electronic Submission of Data: Prepare guidelines and requirements for law enforcement agencies developing systems for reporting data to the Department via tape/electronic submission.
- C CHS Instruction Manuals: Prepare, update, and maintain instructional manuals for dissemination to authorized users of criminal history information. The manuals contain summarized and detailed procedures regarding the manual and automated criminal history systems.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
Bureau of Criminal Information and Information
Automated Support Program
P.O. Box 903417
Sacramento, CA 94203-4170
(916) 227-3868 (CALNET) 498-3868

AVIATION OPERATIONS

The Aviation Program in the Mission Support Branch provides aviation support to all Bureau and Department activities, operations, and missions using both airplanes and helicopters.

SERVICES

- C Provides covert aerial support for surveillance operations.
- C Conducts photo and reconnaissance missions.
- C Provides tactical, investigative, and enforcement transport.
- C Provides support for tracking covert transponders, beacons, or radio transmitters.
- C Provides thermal imaging support with forward-working infrared system.

INQUIRIES

California Department of Justice
Division of Law Enforcement
Mission Support Branch
Aviation Operations
P.O. Box 161089
Sacramento, CA 95816-1089
(916) 227-3977 (CALNET) 498-3977
FAX: (916) 364-4448

CALIFORNIA CENTRAL PHOTOGRAPH INDEX (CAL-PHOTO)

Cal Photo is a pilot project made possible in part by a grant from the Telecommunications and Information Infrastructure Assistance Program, National Telecommunications and Information Administration, U.S. Department of Commerce. The purpose of the pilot is to demonstrate that law enforcement agencies can exchange photographs with one another using inexpensive Internet browser technology. Initial participation is limited to the Department of Motor Vehicle, Fresno Police Department, San Jose Police Department, Los Angeles County Sheriff's Office, Orange County Sheriff's Office, San Diego Automated Regional Justice Information System, and Ventura County Sheriff's Office.

SERVICES

- C Provides statewide automated indexing of the participating law enforcement agencies criminal photographs.
- C Provides technical assistance and specifications to agencies interested in integrating with the Cal-Photo central index.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
O. J. "Bud" Hawkins Data Center
Internet Services Unit
P.O. Box 903307
Sacramento, CA 94203-3070
(916) 227-3095 (CALNET) 498-3095
FAX: (916) 227-3128

CAL-ID/FINGERPRINTS

The Bureau of Criminal Identification and Information maintains a central repository of fingerprints and administers the Cal-ID System through which positive identification of individuals can be determined. Fingerprints submitted by law enforcement, licensing, and regulatory agencies are classified, searched, verified, and indexed in computer and manual data base files. The Bureau maintains the central site for the AFIS, ALPS, and the Integrated Image Controller data bases.

SERVICES

- C Search and conduct verifications of criminal and non-criminal fingerprints submitted by law enforcement.
- C Provide certified copies of fingerprints for use in civil legal proceedings and administrative hearings within California and in other states. A Subpoena Duces Tecum or a Court Order is required in most cases.
- C Provide expedited search and verification of fingerprints when needed for criminal justice purposes.
- C Conduct fingerprint searches and subsequent image verifications in the Western Identification Network.

INQUIRIES

California Department of Justice
Bureau of Criminal Identification and Information
P.O. Box 903417
Sacramento, CA 94203-4170
(916) 227-3307 (CALNET) 498-3307
FAX: (916) 456-9054

CAL ID Data Base Service
(916) 227-3312 (CALNET) 498-3312

Certified Copies of Fingerprints
(916) 227-3307 (CALNET) 498-3307
FAX: (916) 456-9054

CAL REG PROJECT

The Cal Reg project has the responsibility to develop an interface with the NCIC/National Sex Offender Registry (NSOR) for the purpose of sharing information on convicted sex offenders.

SERVICES

- C Manage and develop the interface between the Violent Crime Information Network (VCIN) and NSOR.
- C Develop an electronic notification process to local law enforcement agencies advising the relocation activities of convicted sex offenders.
- C Develop an interface with the Networked AFIS Transaction Management System (NATMS) to electronically receive fingerprint impressions of convicted sex offenders.
- C Develop an electronic synchronization process between VCIN and the Automated Criminal History System (ACHS) for the acquisition of FBI number information.
- C Develop an interface with the Department of Motor Vehicles (DMV) for the electronic validation and entry of DMV address and name change information into VCIN.
- C Train criminal justice agencies on the state and national legislative requirements as well as registration processing and forms.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
Bureau of Criminal Information and Analysis
Cal Reg Project
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-3280 (CALNET) 498-3280
FAX: (916) 227-4814

CHECK CASHERS PERMIT PROGRAM

The Check Cashers Permit file, a statewide, offline file of licensed check cashers, was established on January 1, 1995, pursuant to California Civil Code Section 1789.37. The Check Cashers Permit Program contains information on applications for a check cashers permit and issues permits to authorize people to conduct check cashing businesses. Information on the legal requirements for conducting a check cashing business in California is also provided.

SERVICES

- C Provides consumers who use check cashing businesses with greater protection and security.
- C Provides information to law enforcement agencies, check cashers and the general public about the check cashers laws and regulations.
- C Provides information to applicants regarding requirements for issuance and renewal of a check cashers permit.
- C Provides background record checks on applicants and issues or renews permits for eligible businesses.
- C Denies applications for a check cashers permit to any person convicted of a felony involving dishonesty, fraud, or deceit, if the crime was related to a person engaged in the business of check cashing.
- C Provides information on the permit status of check cashing businesses to criminal justice agencies and the public.
- C Sends pre-renewal permit notices to check cashers to ensure timely annual renewals and compliance with state law.
- C Reviews subsequent arrest notifications when a check casher is convicted of specified felony charges.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
Bureau of Criminal Information and Analysis
Check Cashers Permit Program
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-3250 (CALNET) 498-3250
FAX: (916) 227-3774

CHILD PROTECTION PROGRAM

The Child Protection Program maintains the Child Abuse Central Index (CACI) which contains information on investigated incidents of child abuse reported to the Department of Justice by investigating agencies. These agencies include police, sheriffs, county welfare and probation departments. The CACI includes information such as the name of suspect(s), personal descriptors, and whether the allegation of abuse is substantiated or inconclusive. The primary use of the file is as a “pointer” to the more comprehensive reports maintained by local investigating agencies. Also included in the CACI is the name of the agency investigating the case, file numbers or reference names, and the type of abuse investigated.

SERVICES

- C Conducts CACI name searches of suspect(s) listed on the child abuse investigation report and notifies the requesting agencies of any prior report(s) of child abuse.
- C Conducts CACI name searches of applicants for out-of-home child care service licenses, child care employment, child placement adoptive parents, and trustline applicants to determine if there is prior child abuse history. If a history is found, the licensing authorities are referred to the reporting investigating agency.
- C Accepts facsimile and teletype requests for expedited CACI name searches from authorized agencies with response times of two hours and 24 hours, respectively.
- C Assists investigating agency, district attorneys’ offices and other authorized agencies to meet statutory reporting requirements and/or to access CACI information for child abuse investigation or child emergency placement.
- C Provides statewide training on investigating agency requirements for child abuse reporting and information on Child Abuse Unit type services.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
Bureau of Criminal Information and Analysis
Child Protection Program
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-3285 (CALNET) 498-3285
FAX: (916) 227-3253

CHILD SUPPORT PROGRAM

The Child Support Program began in 1953 and consists of the California Parent Locator Service and the California Central Registry. Each operation acts in differing ways to assist California's local child support enforcement agencies in other states and nations. The program is governed by California Welfare and Institutions Code Sections 11478 and 11478.5 as well as the provisions of the Federal Code of Regulations, Title 45, Parts 300-399.

SERVICES

- C Though the coordinated use of governmental data, provides the location of non-supporting parents to authorized requesters.
- C Coordinates the state's effort to collect child support arrears through a compact with the Internal Revenue Service.
- C Provide high-level technical support and training to county child support agency staff in interpreting data pertinent to child support obligors.
- C Acquires specific information, including photographs, in order to identify non-supporting parents.
- C Provides a legal review of child support cases in which the responding party is a California resident.
- C Maintains an open line of interstate communication in order to ensure support enforcement cases are managed appropriately.
- C Provides mediation intervention services in cases of jurisdictional dispute.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
CJIS Operations Support Branch
Child Support Program
P.O. Box 903300
Sacramento, CA 94203-3000
(916) 323-5628 (CALNET) 473-5628
FAX: (916) 323-5669

CLANDESTINE LABORATORY ENFORCEMENT PROGRAM

More clandestine laboratories, producing illegal drugs, operate in California than in the other 49 states combined. The Clandestine Laboratory Enforcement Program (CLEP) serves as California's lead unit in the investigation and arrest of clandestine laboratory operators. CLEP also assists local, federal, and state law enforcement agencies on clandestine laboratory investigations and enforcement. This program is dedicated to locating and prosecuting the operators of illicit laboratories and their chemical suppliers.

In 1998, a California Methamphetamine Strategy (CALMS) was adopted and with the assistance of federal grant monies, CLEP is being supplemented by an additional 72 agents and additional support staff. The CALMS agents will concentrate their efforts in the investigation and apprehension of large methamphetamine manufacturers and their chemical suppliers.

SERVICES

- C Provides coordination between law enforcement agencies involved in clandestine laboratory investigations.
- C Provides analytical support in the way of link analysis, event flow analysis and telephone toll analysis on major clandestine lab investigations.
- C Provides laboratory safety certification classes, annual re-certification classes and supervisory certification classes to state, federal and local law enforcement and forensics personnel.
- C Provides laboratory training and expertise nationwide.
- C Assists the Department of Toxic Substance Control (DTSC) with expertise on clandestine laboratory toxic waste removal.

INQUIRIES

California Department of Justice
Division of Law Enforcement
Bureau of Narcotic Enforcement
Clandestine Laboratory Enforcement Program
P.O. Box 161089
Sacramento, CA 95816-1089
(916) 227-3975 (CALNET) 498-3975
FAX: (916) 227-0546

CLETS ADMINISTRATION SECTION

The CLETS Administration Section (CAS) is responsible for the overall administrative management of the California Law Enforcement Telecommunications System (CLETS), in accordance with California Government Code sections 15150 through 15167. The CAS provides administrative and technical support to over 1,200 local, state, and federal law enforcement and criminal justice client agencies regarding system changes, terminal access authorizations, system security, and CLETS law and policy requirements.

SERVICES

- C Assigns terminal mnemonics and access authorizations for 48,000 devices accessing CLETS. Processes new, changed and deleted terminal mnemonics.
- C Coordinates the resolution of network problems with CLETS users and the O. J. "Bud" Hawkins Data Center. Provides consultation and coordination of system changes.
- C Processes applications for new, upgraded or special service.
- C Develops, distributes, and consults on the CLETS Operating Manual, the CLETS Computer Interface Rules and Requirements, and the CLETS Policies, Practices and Procedures. The CAS also publishes and distributes the CLETS/CJIS Update Newsletter, and the annual Roster of Police Chiefs, Sheriffs Departments, District Attorneys and Probation Departments.
- C Provides for the daily distribution of all system manuals relevant to data files accessed through CLETS.
- C Assists agencies in misuse allegations, criminal/civil investigations, diagnostics, etc., regarding CLETS-provided data base file information by performing offline journal searches, online security routines, and online monitoring of message traffic.
- C Coordinates requests from law enforcement agencies for Originating Agency Identifier (ORI) numbers through the FBI/NCIC for the DOJ control terminal officer.
- C Coordinates the interfacing of CLETS to CJIS, NCIC, NLETS, DMV, the state of Oregon, and the state of Nevada, including an all points bulletin network service for all DOJ client agencies.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
Bureau of Criminal Information and Analysis
CLETS Administration Section
P.O. Box 903417
Sacramento, CA 94203-4170
(916) 227-3677 (CALNET) 498-3677
FAX: (916) 227-0696

CRIMINAL HISTORY RECORDS

The Department's criminal history system is a summary of arrests, dispositions, custodies and applications for every person with a California criminal or applicant record. At the current time, there are three types of records kept within the Department: manual records, automated records and hybrid records. The Department maintains these records and disseminates record information to authorized criminal justice and applicant regulatory agencies. The Master Name Index in the Automated Criminal History System (ACHS) provides an index to all records - manual, hybrid and automated.

SERVICES

- C Manual Records - These are typically all-applicant records or criminal records established before the existence of the ACHS, and for which there has been no recent activity. Each folder contains a typed *rap sheet* or compilation of that subject's applicant and/or criminal activity; and even though the record is manual, the person's name, State Identification Number (SID), type of record (applicant or criminal) and certain personal information is available on the ACHS. For manual records, the SID is preceded by the letter "M" indicating the record is manual and agencies need to contact the Command Center at the Department of Justice (DOJ) (916-227-3244) to obtain a copy of the record.
- C Automated Records - These are criminal records established subsequent to the implementation of the ACHS and contain the subject's entire criminal and applicant history. For automated records, the SID is preceded by an "A" to indicate the entire record is automated.
- C Hybrid (partially automated) Records - These are applicant and criminal records originally established as manual records, but any new activity has been recorded on the ACHS. For hybrid records the SID is preceded by a "H" to indicate the record is a hybrid. A hybrid inquiry into the ACHS will show the subject's most recent criminal and applicant activity, with a notation that the record is only partially automated, and instructions on how to obtain the manual portion of the record.

INQUIRIES

California Department of Justice
Bureau of Criminal Identification and Information
P.O. Box 903417
Sacramento, CA 94203-4170
(916) 227-3400 (CALNET) 498-3400

CRIMINAL RECORD PURGE

The Department of Justice established Criminal Record Purge activities in 1974 as a one-time project designed to eliminate old and outdated records. The Department then became the first agency in the United States to implement an on-going criminal record retention and purge program. The policy which governs the purging of criminal records was originally set by an interdivisional committee on criminal records, made up of various law enforcement officials and private citizens.

SERVICES

- Staff review various criminal history records to implement the Department's purge criteria. Records identified with noncriminal inquiries such as applicant fingerprint background checks and record review requests are routinely reviewed. If qualified, these records are purged before a response is made. The Department's purge criteria are listed below:
 - All criminal records except those that have been sealed or contain specified marijuana charges described below are retained by the Department until the subject reaches the age of 100.
 - Health and Safety Code Section 11361.5 requires destruction of certain marijuana and marijuana-related entries within two years of the date of conviction or the date of arrest if there was no conviction.
 - Health and Safety Code Section 11361.5(b) requires the Department to remove specified entries from its records upon application by the subject of the record. Any person arrested or convicted for any of the charges specified in Health and Safety Code Section 11361.5(b) may petition the Department to destroy his/her record. Form BCII 8033, "Application to Destroy Arrest/Conviction Records," is available from the Record Management Unit. Additionally, the Department is under court order to remove these entries from any record prior to dissemination to any entity.
- Notify the FBI when specific arrests and/or entire records are purged from the Department's files.

INQUIRIES

California Department of Justice
Bureau of Criminal Identification and Information
Record Management Unit
P.O. Box 903417
Sacramento, CA 94203-4170
(916) 227-2405 (CALNET) 498-2405

CRIMINAL STATISTICAL DATA

The Criminal Justice Statistics Center (CJSC) collects and compiles data from city, county and state criminal justice agencies on crimes, arrests, the processing of adult and juvenile offenders by the criminal justice system, the number of adult and juvenile offenders in local detention facilities, law enforcement personnel, citizens' complaints against peace officers, domestic violence, and deaths in custody.

Data are collected and compiled for the following data bases:

- C **ADULT PROBATION.** Contains information on the number of adults received and removed from probation supervision under the jurisdiction of superior and lower courts.
- C **ARSON.** Contains information on arson offenses. These offenses are classified by type of property (structural, mobile, and other) and include data on the number of offenses reported, unfounded cases, offenses cleared, offenses where structures were uninhabited, abandoned, or not normally in use, and the estimated value of property damage.
- C **CITIZENS' COMPLAINTS AGAINST PEACE OFFICERS.** Contains information on the number of citizens' complaints reported, unfounded, and sustained, and the number of complaints that were non-criminal, criminal-felony, and criminal-misdemeanor (Penal Code Section 13012(d)).
- C **CRIME AND CLEARANCE.** Contains information regarding crime incidents, including the eight major offenses: homicide, forcible rape, robbery, assault, burglary, larceny-theft, motor vehicle theft, and arson.
- C **DEATH IN CUSTODY.** Contains descriptive data on persons who died while in the custody of a law enforcement agency or a local or state correctional facility.
- C **DOMESTIC VIOLENCE.** Contains monthly data on the total number of domestic violence-related calls received and verified, the number of such cases involving weapons, and the type of weapon used during the incident.
- C **HATE CRIMES.** Contains information on bias-motivated crimes (based on the victim's race, ethnicity, religion, sexual orientation, or physical or mental disability).
- C **HOMICIDE.** Contains information regarding homicide victims and suspects, the circumstances surrounding each homicide, and the weapon used.
- C **JAIL AND CAMP POPULATION.** Contains information on a one-day count of the number of prisoners in jail and camp facilities.
- C **LAW ENFORCEMENT OFFICERS KILLED OR ASSAULTED (LEOKA).** Contains information provided by law enforcement agencies on the total number of law enforcement officers killed or assaulted. This file includes the number of officers killed by felonious acts or by accident or negligence. It also includes the number of officers assaulted and the type of weapon, type of assignment, type of activity, time of day and the number of clearances.

CRIMINAL STATISTICAL DATA (Continued)

- C LAW ENFORCEMENT PERSONNEL.** Contains information on the number of full-time sworn and civilian personnel employed by law enforcement agencies on October 31 of each year.
- C MONTHLY ARREST AND CITATION REGISTER (MACR).** Contains information on all arrests of adults and juveniles for felonies, misdemeanors, and status offenses, including: name, race, date of birth, sex, date of arrest, offense level, offense type, status of the offense, and law enforcement disposition.
- C OFFENDER-BASED TRANSACTION STATISTICS (OBTS-JUS 8715).** Contains information on the processing of adult felony arrestees through California's criminal justice system from point of arrest to final disposition. Information includes personal characteristics of the arrestee, most serious arrest and conviction offense, point and type of disposition, and sentence where applicable.
- C VIOLENT CRIMES COMMITTED AGAINST SENIOR CITIZENS.** Contains information provided by law enforcement agencies on the total number of victims of violent crimes who were 60 years of age or older and the number of these victims within each of the four categories of violent crimes (homicide, forcible rape, robbery, and aggravated assault).

SERVICES

- C** Provides training to law enforcement agencies on how to report data.
- C** Provides reporting forms to local law enforcement agencies.
- C** Provides reports regarding adult felony arrests receiving a final disposition during each calendar year, dispositions of misdemeanor- and felony-level arrests and records of individuals whose first adult arrest occurred on or after January 1, 1973.
- C** Provides statistical reports and/or analyses relating to California's criminal justice systems.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
Bureau of Criminal Information and Analysis
Criminal Justice Statistics Center
P.O. Box 903427
Sacramento, CA 94203-4270

Statistical Analysis Center
Special Requests
(916) 227-3509

Statistical Data Center
Uniform Crime Reporting
(916) 227-0540

DATA BASE AUDITS SECTION

The Department of Justice (DOJ) and the FBI's National Crime Information Center (NCIC) have established policies, standards and regulations to ensure the integrity of information in their data bases. As a result, the Data Base Audits Section (DBAS) is responsible for conducting biennial audits of agencies that maintain and access information in NCIC and DOJ's Criminal Justice Information System (CJIS).

The on-site audit consists of a review of agency supporting documentation, record keeping procedures and compliance with CJIS and NCIC data base standards. It includes a comparison of selected online data base entries maintained in the Stolen Vehicle, Stolen Boat, Automated Firearms, Wanted Persons, and Missing Persons systems against the agency's master file. The record comparison process concentrates on invalid, inaccurate, incomplete, undocumented records and reports not located. Through detection of errors and omissions in automated records and securing corrections by the contributor, the quality of information in the data bases is improved; the risk of inappropriate arrests or property seizures is diminished; and the apprehension and/or return of wanted and missing persons is increased.

Court decisions have assigned liability to the originators of erroneous records, the recipients of the records, and providers of law enforcement data bases. Courts have directed participants to ensure that the information exchanged is accurate, complete, timely and current. By improving the quality of records in the various data bases, the audits reduce the risk of civil liability to federal and state providers of the data and to the agencies that use the data.

SERVICES

- C Completes audits to ensure compliance with established policies, regulations and procedures as they relate to CJIS and NCIC data base records.
- C Reports findings of audits to the FBI/NCIC, the Department of Justice, and local agency management.
- C Recommends procedural changes in agency record keeping.
- C Recommends the need for data base training to agencies.
- C Provides a listing of agency records for self-audit use.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
Bureau of Criminal Information and Analysis
Data Base Audits Section
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-3746 (CALNET) 498-3746
FAX: (916) 227-3774

DOMESTIC VIOLENCE RESTRAINING ORDER SYSTEM

The Domestic Violence Restraining Order System (DVROS) is a statewide data base designed to store information identifying persons named in a restraining order. DVROS contains both restrained person and protected person(s) names. Information in DVROS is used by law enforcement to identify persons named in a restraining order and retrieve the term and conditions of the restraining order. DVROS is also accessed by DOJ's Dealer Record of Sale (DROS) Denial Review Unit to process DROS documents for firearms clearance. Penal Code Section 12021(g) prohibits any person identified as the subject of certain restraining orders from purchasing or receiving firearms.

DVROS programmatically sends information to the Protection Order File (POF), its National Crime Information Center (NCIC) corollary.

SERVICES

- C Conducts statewide information seminars with law enforcement about the entry of information into the DVROS. Information is also presented to representatives from California courts, district attorneys' offices and victim/witness centers concerning the restraining order process, as well as law enforcement's use of information stored in the DVROS.
- C Assists law enforcement agencies with entry and update transactions into DVROS and POF.
- C Provides a central repository of domestic violence restraining order information for rapid retrieval by law enforcement agencies.
- C Provides information to the DROS Denial Review Unit for firearms clearance purposes.
- C Notifies entering agencies when the subject of their DVROS record attempts to purchase a firearm.
- C Conducts special searches of the DVROS to assist law enforcement agencies maintain current and complete restraining order information.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
Bureau of Criminal Information and Analysis
Domestic Violence Restraining Order System
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-3689 (CALNET) 498-3689
FAX: (916) 227-3774

FIELD OPERATIONS

The Field Operations Section provides training and technical assistance for users of the California Law Enforcement Telecommunications System (CLETS), the Criminal Justice Information System (CJIS) and the Applicant Live Scan process.

SERVICES

- C Develops communications in a liaison capacity to California criminal justice agencies relative to matters pertaining to the Department's Information Bulletins, the impact of proposed or enacted legislation, and changes in policies, and/or reporting requirements.
- C Conducts CLETS/CJIS training at police and sheriffs' academies, regional criminal justice training centers, and individual law enforcement agencies.
- C Acts as a consultant to criminal justice agencies that are planning, implementing or modifying automated criminal justice systems.
- C Conducts terminal inspections to determine compliance with CLETS operating policies, practices and procedures.
- C Disseminates information to clients on revised procedures, policies, rules and regulations that affect CLETS/CJIS and the National Crime Information Center (NCIC).
- C Trains applicant agencies on the submission of fingerprints to the Department of Justice (DOJ) and their areas of responsibility for the handling, security and destruction of Criminal Offender Record Information (CORI) from DOJ for background checks on applicants.
- C Trains criminal justice agencies on the submission of fingerprints, reporting of arrests and dispositions to DOJ, NCIC requirements and CJIS databases.
- C Audits/inspects applicant agencies who submit fingerprints to DOJ to ensure the security of Criminal Offender Record Information (CORI).

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
CJIS Operation Support Branch
Field Operations
P.O. Box 903427
Sacramento, CA 94203-4270
(916) 227-3755 (CALNET) 498-3755
FAX: (916) 227-3658

FINANCIAL INVESTIGATIONS/MONEY LAUNDERING

The Financial Investigations Program provides coordination, training, information, and investigative assistance to departmental and other state and local law enforcement agencies involved in money laundering, financial investigations and asset forfeiture activities. This program includes a headquarters element and agents and investigative auditors assigned to financial investigation/money laundering duties in the nine Bureau of Narcotic Enforcement (BNE) regional offices.

The program carries out the DOJ's responsibilities under state money laundering and currency transaction reporting statutes that became effective January 1, 1987.

SERVICES

- C Collects and analyzes reports submitted by California financial institutions, including card clubs, of cash transactions exceeding \$10,000 and reports possible money laundering violations to appropriate criminal justice agencies.
- C Responds to requests for financial information from state and local law enforcement agencies involved in money laundering, narcotic and financial investigations.
- C Serves as the state/local coordinator for state and local law enforcement agency requests for information from the U.S. Department of Treasury Financial Crimes Enforcement Network (FinCEN). In this role, the program assists these agencies in obtaining a variety of information from FinCEN's financial, commercial and law enforcement data banks.
- C Conducts field audits, investigations, and training relative to violations of the money laundering statute and/or reporting requirements.

INQUIRIES

California Department of Justice
Division of Law Enforcement
Bureau of Narcotic Enforcement
Financial Investigations Program
P.O. Box 161089
Sacramento, CA 95816-1089
(916) 227-4005 (CALNET) 498-4005
FAX : (916) 227-0546

FIREARMS ASSAULT WEAPONS

The Firearms Division maintains weapon information from registrations mandated by the Roberti-Roos Assault Weapons Control Act of 1989.

SERVICES

- C Maintains assault weapon registration records in the Automated Firearms System for access by law enforcement agencies.
- C Provides information and assistance to local law enforcement agencies, applicants, the general public, the Legislature, and the news media concerning statistics, statutes and regulations for assault weapon registration in California.

INQUIRIES

California Department of Justice
Firearms Division
P.O. Box 820200
Sacramento, CA 94203-0200
(916) 227-3694 (CALNET) 498-3694
FAX: (916) 227-3700

FIREARMS BASIC FIREARMS SAFETY CERTIFICATE

The Firearms Division administers the requirement that handgun buyers obtain a Basic Firearms Safety Certificate.

SERVICES

- C Certifies instructors, course providers and courses, and conducts compliance audits.
- C Provides information to firearms dealers, instructors, course providers and others regarding program policies and procedures. Provides materials necessary to participate in the program to instructors and course providers.
- C Provides Basic Firearms Safety Certificate statistics to the news media, the general public, and the Legislature.

INQUIRIES

California Department of Justice
Firearms Division
P.O. Box 820200
Sacramento, CA 94203-0200
(916) 227-0163 (CALNET) 498-0163
FAX: (916) 227-3700

FIREARMS CARRY CONCEALED WEAPONS PERMITS

The Firearms Division processes initial/renewal applications for licenses to carry concealed weapons. The unit also maintains these records in the Automated Firearms System for access by law enforcement agencies.

SERVICES

- C Provides concealed weapons permit statistics to the news media, the general public, and the Legislature.
- C Provides background record checks for the law enforcement agencies that issue concealed weapons permits.
- C Provides information and assistance to local law enforcement agencies, applicants, the general public, the Legislature, and the news media concerning statutes and regulations for concealed weapons permits in California.

INQUIRIES

California Department of Justice
Firearms Division
P.O. Box 820200
Sacramento, CA 94203-0200
(916) 227-3694 (CALNET) 498-3694
FAX: (916) 227-3700

FIREARMS CENTRALIZED LIST OF FIREARMS DEALERS

The Firearms Division maintains the statewide Centralized List of properly licensed firearms dealers.

SERVICES

- C Tracks licensing status to ensure currency and eligibility on the list, removes dealers from the list and administers the administrative process for their removal for failure to comply with licensing requirements.
- C Provides list information to firearms dealers, gun show promoters, law enforcement agencies and others.
- C Provides statistics to the news media, law enforcement, the general public, and the Legislature.

INQUIRIES

California Department of Justice
Firearms Division
P.O. Box 820200
Sacramento, California 94203-0200
(916) 227-3703 (CALNET) 498-3703
FAX: (916) 227-3700

FIREARMS CERTIFICATE OF ELIGIBILITY

The Firearms Division processes initial/renewal applications for Certificates of Eligibility (COE). The unit also monitors this information for access by law enforcement agencies.

SERVICES

- C Provides background record checks on COE applicants and issues certificates to eligible recipients.
- C Provides COE statistics to the news media, the general public, and the Legislature.
- C Provides information to firearms dealers, gun show promoters, and others regarding application preparation, fee schedules, and issuance requirements.

INQUIRIES

California Department of Justice
Firearms Division
P.O. Box 820200
Sacramento, CA 94203-0200

Applications or Prohibited Information:
(916) 227-3694 (CALNET) 498-3694
General Information:
(916) 227-3703 (CALNET) 498-3703
FAX: (916) 227-3700

FIREARMS DANGEROUS WEAPONS

The Firearms Division issues licenses and/or permits to persons to sell, transport, or possess tear gas products for law enforcement, machine guns, assault weapons, destructive devices, (including tear gas weapons), and short-barreled rifles/shotguns and conducts firearms eligibility reviews for explosive permit applicants. A central file is maintained on each person or business granted or denied a permit/license.

SERVICES

- C Determines that all licenses and permits issued in California for machine guns, assault weapons, short-barreled rifles/shotguns, destructive devices, tear gas weapons and explosive permits meet established guidelines.
- C Monitors licenses and permits to ensure the need exists for their continuation and that licenses and permits are renewed annually.
- C Provides information and assistance to criminal justice agencies, licensee and permittees, applicants, and private citizens concerning California statutes and regulations on dangerous weapons.

INQUIRIES

California Department of Justice
Firearms Division
P.O. Box 820200
Sacramento, CA 94203-0200
(916) 227-3694 (CALNET) 498-3694
FAX: (916) 227-3700

FIREARMS DEALER'S RECORD OF SALE

The Firearms Division processes individual sale/transfer reports of firearms to prevent the sale/transfer of these weapons to prohibited purchasers. "Reports of Firearms" includes Dealers' Record of Sale (DROS) information voluntary registrations, new residents handgun reports and curio/relic handgun reports.

SERVICES

- C Provides information to licensed firearms dealers and others regarding electronic/ telephonic transmissions of Dealer's Record of Sale (DROS) information.
- C Provides information on request, or in cooperation with the Bureau of Alcohol, Tobacco, and Firearms, to firearms dealers and law enforcement agencies concerning California firearms statutes to prevent the sale/transfer of firearms to persons prohibited by Penal Code Sections 12021, 12021.1, or Welfare and Institutions Code Sections 8100 and 8103.
- C Provides information on the eligibility of prospective firearm purchasers/transferees.
- C Provides information on California firearms statutes to criminal justice agencies, mental health facilities, the Legislature, the news media, and the general public.
- C Provides information on the dealer licensing requirements of Penal Code Sections 12070 and 12071.
- C Provides certification of "no prohibitive criminal record" to non-sponsored candidates for basic training courses certified by POST as required by Penal Code Section 13511.5.

INQUIRIES

California Department of Justice
Firearms Division
P.O. Box 820200
Sacramento, CA 94203-0200

General Information:
(916) 227-3703 (CALNET) 498-3703
Prohibited Purchaser Information:
(916) 227-3749 (CALNET) 498-3749
FAX: (916) 227-3744

FIREARMS FIREARM ELIGIBILITY APPLICATIONS

The Firearms Division assesses firearm eligibility of all peace officer applicants and Department of Consumer Affairs' Firearm Qualification Card applicants.

SERVICES

- C Provides firearm eligibility information on all peace officer applicants.
- C Provides firearm eligibility information on all Firearm Qualification Card applicants.
- C Provides firearm eligibility statistics to the news media and the Legislature.

INQUIRIES

California Department of Justice
Firearms Division
P.O. Box 820200
Sacramento, CA 94203-0200
(916) 227-3703 (CALNET) 498-3703
FAX: (916) 227-3744

Prohibited Applicant Information:
(916) 227-3749 (CALNET) 498-3749

FIREARMS FIREARM'S DEALER INSPECTIONS

The Firearms Division inspects firearms dealers' places of business to ensure compliance with firearms licensing provisions.

SERVICES

- C Conducts on-site inspections of firearms dealers' places of business, reviews dealers' records, presents "technical assistance" reports and, if necessary, refers violations to local licensing and/or law enforcement authorities.
- C Provides information to firearms dealers, law enforcement agencies and others regarding inspection procedures and fees.
- C Provides inspection statistics to the news media, law enforcement, the general public, and the Legislature.

INQUIRIES

California Department of Justice
Firearms Division
P.O. Box 820200
Sacramento, CA 94203-0200
(916) 227-3703 (CALNET) 498-3703
FAX: (916) 227-3744

FIREARMS FIREARMS MANUFACTURER LICENSES AND INSPECTIONS

The Firearms Division issues licenses to firearms manufacturers and inspects manufacturers' places of business to ensure compliance with firearm manufacturer licensing provisions and statutory requirements.

SERVICES

- C Determines that all licenses issued in California for firearms manufacturers meet established guidelines.
- C Conducts on-site inspections of firearms manufacturers' places of business, reviews records, presents "technical assistance" reports and, if necessary, refers violations to local licensing and/or law enforcement authorities.
- C Provides information to firearms manufacturers, law enforcement agencies and others regarding licensing and inspection procedures and fees.
- C Provides statistics to the news media, law enforcement, the general public, and the Legislature.

INQUIRIES

California Department of Justice
Firearms Division
P.O. Box 820200
Sacramento, California 94203-0200
(916) 227-3703 (CALNET) 498-3703
FAX: (916) 227-3700

FIREARMS
SAFE HANDGUN AND FIREARM USE-LIMITING DEVICE
TESTING AND CERTIFICATION

Only handguns listed on the Department of Justice (DOJ) list may be manufactured, imported, or offered for sale within the state by DOJ firearms licensees. Only firearm use-limiting devices on the DOJ list may be used to satisfy requirements for use-limiting devices to accompany firearms manufactured, imported, sold, or transferred within the state. The Firearms Division certifies independent laboratories to receive, test, and issue testing reports for handguns and for firearm use-limiting devices based on standards prescribed by the Legislature and DOJ regulations. Handguns and firearm use-limiting devices that meet the DOJ standards are placed on a DOJ list as legal to be manufactured, imported, or sold in California.

SERVICES

- C Accepts applications and inspects facilities of laboratories seeking DOJ certification for testing of handguns and firearms use-limiting devices. Reviews applicant qualifications and verifies that they meet DOJ standards for having adequate facilities and equipment, employing proper test methodology, and meeting security requirements.
- C Performs test report certifications and places qualifying handguns and firearm use-limiting devices on the DOJ list as legal for sale in California. Handgun certifications are linked with the automated Dealer Record of Sale system to prevent sale of non-qualifying handguns.
- C Provides information to law enforcement; the news media; the public; and firearms manufacturers, importers, and dealers regarding handgun, firearm use-limiting devices, and laboratory certifications, inspections, fees, and procedures.

INQUIRIES

California Department of Justice
Firearms Division
P.O. Box 820200
Sacramento, CA 94203-0200
(916) 227-3703 (CALNET) 498-3703

FORENSIC SERVICES

The Bureau of Forensic Services maintains a statewide laboratory system to provide timely and effective forensic services to state and local law enforcement agencies, district attorneys, public defenders, and courts.

SERVICES

- C **CALIFORNIA CRIMINALISTICS INSTITUTE (CCI).** Serves the needs of all public criminalistics laboratories in forensic training, information services, law enforcement briefings, and new technology applications.
- C **CRIMINALISTICS LABORATORIES.** Provide complete examination of all types of physical evidence; analyzes and identifies controlled substances; conduct blood alcohol analyses; offer expert testimony in court; and provide assistance where requested to agencies processing crime scenes.
- C **DNA LABORATORY.** Focuses on the forensic application of DNA typing; analyzes evidence for local agencies; conducts research to advance DNA typing; and maintains CAL-DNA identification file of DNA profiles of convicted sex offenders
- C **LATENT PRINT SECTION.** Assists in major crime scene investigations for latent print evidence; provides requesting agencies with reports covering all aspects of examinations, comparisons, and disposition of evidence; and provides expert court testimony.
- C **QUESTIONED DOCUMENTS SECTION.** Analyzes, compares, examines, and identifies handwriting, mechanical impressions, and chemical properties of paper; develops evidence; and offers expert testimony in court.
- C **TOXICOLOGY.** Conducts analyses of physiological specimens for common drugs and toxic substances encountered in driving under the influence (DUI) investigations; provides consultation and interpretation of toxicological results; and may conduct toxicological analyses in other than DUI investigations on special request.

INQUIRIES

Inquiries for assistance may be directed to the Department of Justice Regional Criminalistics Laboratory in your service area or the appropriate Special Forensic Section listed on the following pages.

FORENSIC SERVICES (Continued)

BFS Headquarters

4949 Broadway, Room F-104
Sacramento, CA 95820
(916) 227-3635 (CALNET) 498-3635
FAX: (916) 227-3619

Berkeley DNA Laboratory

626 Bancroft Way
Berkeley, CA 94710
(510) 540-2434 (CALNET) 571-2434
FAX: (510) 540-2701

Central Valley Criminalistics Laboratories

French Camp Facility

1001 West Mathews Road
French Camp, CA 95231
(209) 948-7554 (CALNET) 423-7554
FAX: (209) 948-7714

Counties served: Calaveras, San Joaquin.

Central Valley Criminalistics Laboratories

Ripon Facility

1108 West Main Street
Ripon, CA 95366
(209) 599-3550
FAX: (209) 599-9449

Counties served: Merced, Stanislaus, Tuolumne.

Chico Criminalistics Laboratory

3870 Morrow Lane, Suite A
Chico, CA 95928
(530) 895-5024 (CALNET) 459-5024
FAX: (530) 895-4657

Counties served: Butte, Colusa, Glenn, Plumas, Sierra, Sutter, Yuba.

Eureka Criminalistics Laboratory

1011 West Wabash
Eureka, CA 95501
(707) 445-6682 (CALNET) 538-6682
FAX: (707) 445-6688

Counties served: Del Norte, Humboldt, Mendocino.

Freedom Criminalistics Laboratory

440 Airport Boulevard, Bldg. A
Watsonville, CA 95076
(831) 761-7620
FAX: (831) 761-7629

Counties served: Monterey, San Benito, Santa Cruz.

Fresno Criminalistics Laboratory

6014 North Cedar
Fresno, CA 93710
(559) 278-2982
FAX: (559) 297-3544

Counties served: Fresno, Inyo, Kings, Madera, Mariposa, Mono, Tulare.

Redding Criminalistics Laboratory

11745 Old Oregon Trail
Redding, CA 96003
(530) 225-2830 (CALNET) 442-2830
FAX: (530) 241-8409

Counties served: Lassen, Modoc, Shasta, Siskiyou, Tehama, Trinity.

Riverside Criminalistics Laboratory

1500 Castellano Road
Riverside, CA 92509
(909) 782-4170 (CALNET) 632-4170
FAX: (909) 782-4128

Counties served: Imperial, Riverside.

Sacramento Criminalistics Laboratory

4949 Broadway, Room F-201
Sacramento, CA 95820
(916) 227-3777 (CALNET) 498-3777
FAX: (916) 227-3776

Counties served: Alpine, Amador, El Dorado, Nevada, Placer, Solano, Yolo.

Santa Barbara Criminalistics Laboratory

820 Botello Road
Goleta, CA 93117
(805) 681-2580 (CALNET) 728-7747
FAX: (805) 964-1034

Counties served: San Luis Obispo, Santa Barbara.

FORENSIC SERVICES (Continued)

Santa Rosa Criminalistics Laboratory

7505 Sonoma Highway
Santa Rosa, CA 95409-6598
(707) 576-2415 (CALNET) 590-2415
FAX: (707) 576-2141

Counties served: Lake, Marin, Napa, Sonoma.

Blood Alcohol Program

4949 Broadway, F-104
Sacramento, CA 95820
(916) 227-3635 (CALNET) 498-3635
Fax: (916) 227-3619

California Criminalistics Institute

4949 Broadway, Room A-104
Sacramento, CA 95820
(916) 227-3575 (CALNET) 498-3575
FAX: (916) 454-5433

Latent Print Program

4949 Broadway, Room F-163
Sacramento, CA 95820
(916) 227-3797 (CALNET) 498-3797
FAX: (916) 227-4079

Questioned Documents Section

4949 Broadway, Room F-147
Sacramento, CA 95820
(916) 227-3623 (CALNET) 498-3623
FAX: (916) 227-4079

Toxicology Laboratory

4949 Broadway, Room F-249
Sacramento, CA 95820
(916) 227-3620 (CALNET) 498-3620
FAX: (916) 227-4751

GANGS/CRIMINAL EXTREMISTS UNIT

The Gangs/Criminal Extremists Unit gathers, analyzes, and maintains a statewide file of criminal intelligence information on street gangs, Asian organized crime groups, criminal terrorist and extremist organizations. It also serves as the state's point of contact for the California Witness Protection Program.

SERVICES

- C Assists local, state, and federal law enforcement agencies in identifying, investigating and prosecuting gang members, Asian organized crime figures, and terrorist and criminal extremists involved in organized criminal activities.
- C Prepares in-depth assessments and special reports for the agencies pertaining to the organized criminal activities, trends, and patterns of targeted groups, as well as their potential for violence.

INQUIRIES

California Department of Justice
Division of Law Enforcement
California Bureau of Investigation
Gangs/Criminal Extremists Unit
P.O. Box 163029
Sacramento, CA 95816-3029
(916) 227-4212 (CALNET) 498-4212
FAX: (916) 227-4195

INFORMATION EXPEDITE PROGRAM COMMAND CENTER

SERVICES

- C Provides expedited criminal history information to law enforcement and other criminal justice agencies 24 hours a day, seven days a week.
- C Provides assistance to agencies experiencing problems with the Criminal Justice Information System (CJIS).
- C Provides an off-hour telephone hotline to receive information from the public on missing children or dependent adults and forwards this information to appropriate law enforcement agencies.
- C Provides off-hours telephone and data base assistance on Stolen Vehicles, Wanted Persons, Child Abuse, Stolen Property, Firearms, Domestic Violence Restraining Order file users as well as performing liaison for Bureau of Narcotics Enforcement, Bureau of Investigation, and the Laboratory Analysis offices statewide.
- C Provides liaison assistance between the Office of Emergency Services and Department of Justice (DOJ) in the event of major disasters.
- C Provides access and assistance to the public on matters affecting registration for victims of identity theft to the Identity Theft Database.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
Bureau of Criminal Information and Analysis
Information Expedite Program
Command Center
P.O. Box 903417
Sacramento, CA 94203-4170
(916) 227-3244 (CALNET) 498-3244
FAX: (916) 456-0351

INFORMATION EXPEDITE PROGRAM EMERGENCY OPERATIONS CENTER

SERVICES

- C Coordinates DOJ emergency responses with local agencies, 24 hours a day, seven days a week.
- C Coordinates and maintains liaison with the Office of Emergency Services (OES) during all major statewide disasters.
- C Coordinates with OES for DOJ services or equipment during emergencies.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
Bureau of Criminal Information and Analysis
Information Expedite Program
Emergency Operations Center
Attention: EOC Coordinator
P.O. Box 903417
Sacramento, CA 94203-4170
(916) 227-3244 (CALNET) 498-3244

INFORMATION EXPEDITE PROGRAM TELETYPE UNIT

The Teletype Unit provides operational assistance 24 hours a day, 7 days a week to local, state, and federal law enforcement users of the California Law Enforcement Telecommunications System (CLETS), the Criminal Justice Information System (CJIS), the National Criminal Information Center (NCIC), and the National Law Enforcement Telecommunications System (NLETS),

SERVICES

- C Assists law enforcement agencies by providing problem resolution for both CLETS and NLETS by teletype or telephone. Requests for operational assistance should be sent via CLETS to mnemonic DOJ or telephone (916) 227-3275.
- C Assists law enforcement agencies with special handling of all terrorist threats and bulletins.
- C Provides nationwide notification of major disasters. DOJ

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
Bureau of Criminal Information and Analysis
Information Expedite Program
Teletype Unit
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-3275 (CALNET) 498-3275

INQUIRIES

Refer to Office of Information System (O. J. "Bud" Hawkins Data Center) for assistance with equipment (terminal, equipment, and line) problems.

INTERNET/INTRANET/EXTRANET SERVICES

The Internet/Intranet/Extranet Services Units coordinate and administer the California Attorney General's Internet Homepage (<http://caag.state.ca.us>), the California Department of Justice Intranet, and the California Department of Justice Extranet. These sites are developed to provide timely, accurate information to state and local law enforcement agencies, district attorneys, and other Criminal Justice agencies.

SERVICES

- C The Internet/Intranet/Extranet Units are responsible for ensuring that DOJ web pages are maintained and available.
- C The Internet/Intranet/Extranet Units are responsible for developing Department of Justice Internet Access and Publishing Policies.
- C Provides/coordinates problem resolution to local, state, and federal agencies experiencing trouble accessing the California Attorney General sites.
- C Assist DOJ in providing a timely distribution of policies and procedure manuals, contact information, rules and regulations, schedule and training, and other appropriate administrative topics to criminal justice agencies.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
O. J. "Bud" Hawkins Data Center
Internet Services Unit
P.O. Box 903307
Sacramento, CA 94203-3070
(916) 227-3010 (CALNET) 498-3010 or (916) 227-3311 (CALNET) 498-3111
FAX: (916) 227-3128

INVESTIGATIONS

The California Bureau of Investigation conducts criminal and special investigations and provides investigative assistance to law enforcement agencies in complex or multi-jurisdictional cases or cases involving conflicts of interest.

SERVICES

- C Conducts special investigations within established guidelines as directed by the Attorney General or upon the approved request of the Governor, the Legislature, and other state agencies.
- C Conducts criminal investigations or provides investigative assistance to district attorneys, sheriffs, or chiefs of police in investigations of a complex or multi-jurisdictional nature and cases involving conflicts of interest.
- C The Violent Crime Profiling Unit provides local law enforcement with behavioral characteristic profiles of unidentified offenders. These offender profiles are prepared on crimes such as homicides, sexual assaults, and abductions.
- C The Polygraph Unit performs polygraph examinations of subjects in criminal investigations for prosecutors and law enforcement agencies at the city, county, and state levels; prepares reports; and may, on request, testify in court.
- C Provides Sexual Predator Apprehension Teams (SPAT) to conduct investigations of habitual sex offenders and provide statewide assistance to local law enforcement and district attorneys in these cases.
- C The Foreign Prosecutions Unit provides a statewide coordination and leadership program to prosecute Mexican citizens who commit violent crimes and have fled to Mexico to avoid prosecution.
- C Provides both a point of contact and analytical services relative to the information contained within the CAL/GANG automated gang tracking system. CAL/GANG is a cooperative gang intelligence system between the Department of Justice and local law enforcement agencies designed to provide information that identifies, as well as tracks the activities of, gang members and their associates involved in criminal activity.

INQUIRIES

California Department of Justice
Division of Law Enforcement
California Bureau of Investigation, Headquarters
P.O. Box 163029
Sacramento, CA 95816-3029
(916) 227-4045 CALNET: 498-4045
FAX (916) 227-4010

Polygraph Section
3046 Prospect Park Dr., Suite 1
Rancho Cordova, CA 95670
(916) 464-2001 CALNET: 433-2001
FAX (916) 464-0889

(Continued)

INVESTIGATIONS (Continued)

Regional offices for the California Bureau of Investigation:

Fresno

2550 Mariposa Street, Room 5000
Fresno, CA 93721
(559) 445-6421 (CALNET) 421-6421
FAX (559) 445-6424

Counties served: Fresno, Inyo, Kern, Kings,
Madera, Mariposa, Merced, Mono San Luis Obispo,
Tulare.

Los Angeles

5700 S. Eastern Avenue
Los Angeles, CA 90040
(323) 887-4111
FAX (323) 887-8815

Counties served: Los Angeles, Santa Barbara,
Ventura.

Orange

874 Town & Country Road, Suite 110
Orange, CA 92868
(714) 558-4183 (CALNET) 657-4183
FAX (714) 558-4782

Counties served: Orange, Riverside,
San Bernardino.

Sacramento

3046 Prospect Park Drive, Suite 1
Rancho Cordova, CA 95670
(916) 464-2001 (CALNET) 433-2001
FAX (916) 464-0889

Counties served: Alpine, Amador, Butte,
Calaveras, Colusa, Del Norte, El Dorado, Glenn,
Humboldt, Lassen, Modoc, Nevada, Placer,
Plumas, Sacramento, San Joaquin, Shasta,
Sierra, Siskiyou, Stanislaus, Sutter,
Tehama, Trinity, Tuolumne, Yolo, Yuba.

San Diego

555 W. Beech Street, Suite 300
San Diego, CA 92101
(619) 645-2380 (CALNET) 740-2380
FAX (619) 645-2410

Counties served: Imperial, San Diego.

San Francisco

2720 Taylor Street, Room 300
San Francisco, CA 94133
(415) 351-3374
FAX (415) 929-2135

Counties served: Alameda, Contra Costa,
Del Norte, Humboldt, Lake, Marin,
Mendocino, Monterey, Napa, San Benito,
San Francisco, San Mateo, Santa Clara,
Santa Cruz, Solano, Sonoma.

INVESTIGATIVE SUPPORT AND CRIME ANALYSIS UNIT

The Investigative Support and Crime Analysis Unit provides criminal investigative analysis of unsolved violent crimes, such as homicide, kidnapping, and sexual assault, in order to assist law enforcement agencies in linking crimes and identifying suspects.

SERVICES

- C Offers a single point of contact to law enforcement investigators requesting criminal investigative analysis services from the DOJ involving unsolved violent crimes.
- C Captures and maintains case specific “modus operandi (MO)” information in the Violent Crime Information Network which is associated with violent unsolved crimes and reported to DOJ by law enforcement investigators.
- C Conducts data searches of the Violent Crime Information Network and other criminal justice and public record data bases against case specific information on unsolved violent crimes reported by law enforcement investigators.
- C Analyzes and correlates case specific information provided against previously reported violent crimes for the purpose of identifying similarities in “MO.”
- C Contacts law enforcement agencies to notify violent crime investigators of possible multi-jurisdictional links between crimes and provides available “MO” and suspect information.
- C Develops computerized suspect chronologies and bulletins; features cases on the Attorney General website.
- C Prepares various types of visual aids for use during the investigation and prosecution phases.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
Bureau of Criminal Information and Analysis
Violent Crime Information Center
Investigative Support/Crime Analysis Unit
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-4736 (CALNET) 498-4736
FAX: (916) 227-3663

LIBRARY

The Division of Law Enforcement (DLE) Central Library provides information services in criminal justice, forensic science, and related fields to all DLE programs.

SERVICES

- C Collection Development: provides an updated collection of books, reports, manuals, periodicals, and videos.
- C Online Services: develops and maintains online data bases/catalogs of library holdings and a 24-hour bulletin board of current awareness bibliographies/information.
- C Reference Services: provides information and referral, online literature searching, and interlibrary loan services.

INQUIRIES

California Department of Justice
Division of Law Enforcement
Mission Support Branch
Central Library
P.O. Box 903427
Sacramento, CA 94203-4270
(916) 227-3542 (CALNET) 498-3542 (Criminal Justice)
(916) 227-3575 (CALNET) 498-3575 (Forensic Science)

MARIJUANA ERADICATION

The Campaign Against Marijuana Planting (CAMP) program is an unique multi-agency law enforcement task force composed of city, county, state and federal agencies organized expressly to eradicate marijuana cultivation and trafficking in California. The CAMP task force provides leadership and resources to these agencies in an effort to identify and remove major marijuana crops, commercial growers and traffickers.

SERVICES

- C Coordinates multi-jurisdictional marijuana eradication programs, which include reconnaissance overflights, raid team services, marijuana garden surveillance services and training.
- C Provides information and education on the extent and nature of marijuana cultivation throughout the state.

INQUIRIES

California Department of Justice
Division of Law Enforcement
Bureau of Narcotic Enforcement
Campaign Against Marijuana Planting
3046 Prospect Park Drive, Suite 1
Rancho Cordova, CA 95670
(916) 464-2020 (CALNET) 433-2020
FAX (916) 464-2026

MEGAN'S LAW

The Megan's Law CD-ROM is maintained by the Investigative Services Program. California's Megan's Law (Penal Code Sections 290 and 290.4) makes information regarding serious and high-risk sex offenders available to the public via a CD-ROM, "900" telephone services, and public notification by local law enforcement agencies.

SERVICES

- C Maintains the Megan's Law CD-ROM.
- C Provides the Megan's Law CD-ROM to law enforcement agencies.
- C Conducts training for law enforcement agencies regarding Megan's Law.
- C Reviews sex offender records for high-risk sex offender eligibility.
- C Provides technical assistance to agencies for use of the Megan's Law CD-ROM.
- C Provides assistance and guidance to law enforcement agencies regarding public notification of serious and high-risk sex offenders.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
Bureau of Criminal Information and Analysis
Violent Crime Information Center
Megan's Law
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-4526 (CALNET) 498-4526
FAX (916) 227-4345

MISSING AND UNIDENTIFIED PERSONS

The Missing and Unidentified Persons Unit maintains a central file of physical descriptors, including dental charts and photographs of missing persons (Penal Code Sections 14200 -14213) and unidentified deceased persons (Health and Safety Code Section 102870).

SERVICES

- C Provides local agencies with direct access to an automated statewide central repository of records of missing and unidentified persons.
- C Assists agencies in locating and recovering missing persons and identifying unknown live and deceased persons through comparison of physical characteristics, fingerprints, and dental/body x-rays.
- C Assists law enforcement in identifying victims in major disasters and homicide cases.
- C Coordinates with law enforcement agencies and coroners to facilitate the exchange of information.
- C Conducts special searches of the automated data bases to assist law enforcement agencies in missing and unidentified persons investigations.
- C Operates a statewide, around-the-clock, toll-free telephone hotline (1-800-222-FIND) to receive information on missing children and dependent adults. The unit then provides this information to the appropriate law enforcement agencies.
- C Provides technical assistance for system use to all law enforcement agencies.
- C Publishes and distributes posters and quarterly bulletins featuring missing children and dependent adults.
- C Maintains a critical Missing/Unidentified Persons' database accessible from the Internet, to generate "tips" on the whereabouts of California's missing persons.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
Bureau of Criminal Information and Analysis
Violent Crime Information Center
Missing and Unidentified Persons Unit
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-3290 (CALNET) 498-3290
FAX (916) 227-3270

NARCOTIC ENFORCEMENT

The Bureau of Narcotic Enforcement (BNE) enforces state and federal narcotic laws. Bureau services are geared toward arresting and prosecuting major narcotic dealers, clandestine drug manufacturers, and violators of prescription drug laws. BNE accomplishes this by conducting investigations of interstate, multi-jurisdictional criminal organizations trafficking in narcotics/controlled substances; conducting investigations of clandestine drug laboratories; monitoring and investigating persons licensed to dispense drugs; and investigating violent criminals who utilize illegal weapons and are involved in the drug subculture.

SERVICES

- C Coordinates and manages multi-jurisdictional and multi-agency narcotic enforcement task forces.
- C Investigates major conspiracies and interstate multi-jurisdictional traffickers.
- C Investigates licensed violators of the medical and pharmaceutical professions.
- C Investigates clandestine laboratory operations and regulates precursor chemicals.
- C Provides consultation and short-term agent support in specific narcotic enforcement cases.
- C Conducts financial investigations of drug dealers to seize assets gained through narcotic trafficking.
- C Conducts investigations and assists law enforcement agencies with targeting, identifying and apprehending violent criminals and removing their weapons from the community.

INQUIRIES

California Department of Justice
Division of Law Enforcement
Bureau of Narcotic Enforcement
P.O. Box 161089
Sacramento, CA 95816-1089
(916) 227-4044 (CALNET) 498-4044
FAX: (916) 227-4761

(Continued)

NARCOTIC ENFORCEMENT (Continued)

Fresno Regional Office

2550 Mariposa Street, Suite 5000
Fresno, CA 93721
(559) 445-5451 (CALNET) 421-5451
FAX: (559) 488-4271

Counties served: Fresno, Inyo, Kern,
Kings, Madera, Mariposa, Merced, Tulare.

Los Angeles Regional Office

5700 South Eastern Avenue
City of Commerce, CA 90040
(323) 887-4111
FAX: (323) 887-8819

Counties served: Los Angeles,
San Luis Obispo, Santa Barbara, Ventura.

Orange Regional Office

874 Town & Country Road, Suite 110
Orange, CA 92668
(714) 558-4183 (CALNET) 657-4183
FAX: (714) 558-4782

County served: Orange.

Redding Regional Office

3688 Avtech Parkway
Redding, CA 96002
(530) 224-4750 (CALNET) 441-4750
FAX: (530) 224-4310

Counties served: Del Norte, Glenn,
Humboldt, Lassen, Modoc, Plumas, Shasta,
Siskiyou, Tehama, Trinity.

Riverside Regional Office

4200 Latham Avenue, Suite D
Riverside, CA 92501
(909) 782-4313 (CALNET) 632-4313
FAX: (909) 782-4383

Counties served: Riverside, San Bernardino.

Sacramento Regional Office

3046 Prospect Park Drive, Suite 1
Rancho Cordova, CA 95670
(916) 464-2030 (CALNET) 433-2030
FAX: (916) 464-2058

Counties served: Alpine, Amador, Butte,
Calaveras, Colusa, El Dorado, Mono,
Nevada, Placer, Sacramento, San Joaquin,
Sierra, Stanislaus, Sutter, Tuolumne, Yolo,
Yuba.

San Diego Regional Office

555 West Beech Street, Suite 300
San Diego, CA 92101
(619) 645-2380 (CALNET) 740-2380
FAX: (619) 645-2410

Counties served: Imperial, San Diego.

San Francisco Regional Office

2720 Taylor Street, Suite 300
San Francisco, CA 94133
(415) 351-3374
FAX: (415) 929-2102

Counties served: Alameda, Contra Costa,
Lake, Marin, Mendocino, Napa,
San Francisco, Solano, Sonoma.

San Jose Regional Office

2025 Gateway Place, Suite 474
San Jose, CA 95110
(408) 452-7360 (CALNET) 570-7360
FAX: (408) 452-7285

Counties served: Monterey, San Benito,
San Mateo, Santa Clara, Santa Cruz.

NARCOTIC INTELLIGENCE

The Western States Information Network (WSIN) provides an automated database of suspected narcotic traffickers, performs criminal intelligence analysis, lends specialized surveillance equipment to law enforcement agencies, provides funds for narcotic investigations, and conducts training in narcotic-related topics.

SERVICES

- C Collects, analyzes, and disseminates narcotic intelligence information including information on gangs, clandestine laboratory operators and cookers, and drug assessments and trends.
- C Provides coordination between law enforcement agencies involved in narcotic investigations.
- C Provides local and state narcotic officers access to the El Paso Information Center (EPIC).
- C Provides training to law enforcement agencies in subjects pertinent to narcotic investigation.
- C Provides investigation funds.
- C Provides analytical support with link analysis, event flow analysis, financial analysis, and telephone toll analysis on major, complicated narcotic and related money laundering investigations.
- C Prepares and disseminates the following publications: Quarterly Intelligence Digest; Annual Report; and Illegal Drug Price/Purity List.
- C Provides sophisticated, state-of-the-art technology using the Statewide Integrated Narcotics System (SINS) and the RISS Intranet to guard the safety of law enforcement officers and improve efforts to investigate and prosecute narcotics offenders utilizing case management and intelligence databases.
- C Provides surveillance equipment and technical support to narcotic investigations.
- C Provides strategic support through the Northern California High Intensity Drug Trafficking Area (HIDTA), Northwest HIDTA, Los Angeles HIDTA and the Southwest Border HIDTA.
- C Provides a Internet home page: <http://www.wsin.riss.net>

INQUIRIES

Western States Information Network
P.O. Box 903198
Sacramento, CA 94203-1980
(916) 263-1166 (CALNET) 435-1166
(800) 952-5258 FAX: (916) 263-1180

(Continued)

NARCOTIC INTELLIGENCE (Continued)

Regional Offices of the Western States Information Network:

Los Angeles County Regional Criminal Information Clearinghouse

5700 Eastern Avenue
Commerce, CA 90040
(323) 890-0001 Analytical Unit
FAX: (323) 890-0901 Analytical Unit
1-800-LA-CLEAR (1-800-522-5327) War Room
FAX: (323) 726-3161 or (323) 726-4066 War Room

San Diego/Imperial County Regional Narcotic Information Network

4560 View Ridge Avenue
San Diego, CA 92123
(619) 616-4154
(800) 400-9559
FAX: (619) 616-4150 Watch Center
(619) 616-4092 Analytical Unit

Northern California High Intensity Drug Trafficking Area

Bay Area Narcotic Information Network

450 Golden Gate Avenue
14th Floor
San Francisco, CA 94102
(415) 436-8099
FAX: (415) 436-8180

Northwest High Intensity Drug Trafficking Area

555 Andover Parkway, Suite 201
Tukila, Washington 98188
(888) 388-3784
FAX: (253) 872-4039

NARCOTIC PRESCRIPTION INFORMATION

The Triplicate Prescription Program administers the triplicate prescription system, which is designed to prevent legal supplies of morphine-based drugs, amphetamines, barbiturates, and other controlled substances from being diverted into illegal channels. The program regulates and monitors the distribution of Schedule II controlled substances through the use of state-issued triplicate prescription forms. The object of this program is to assist in the reduction of pharmaceutical drug diversions.

SERVICES

- C Searches the automated records of triplicate prescription transactions that supply a record of all Schedule II drugs prescribed. Elements available include the practitioners' DEA numbers, the patients' names and cities, drug codes, dosages, quantities, and prescription numbers.
- C Provides support to law enforcement agencies through the identification of individuals engaging in the diversion of legitimately manufactured Schedule II substances into illicit markets.
- C Provides law enforcement personnel with accessibility to records needed to obtain search and arrest warrants.

INQUIRIES

California Department of Justice
Division of Law Enforcement
Bureau of Narcotic Enforcement
Triplicate Prescription Program
P.O. Box 160447
Sacramento, CA 95816
(916) 227-4051 (CALNET) 498-4051
FAX: (916) 227-5079

O. J. "BUD" HAWKINS DATA CENTER

The O. J. "Bud" Hawkins Data Center coordinates and administers the Criminal Justice Information System (CJIS), the California Law Enforcement Telecommunications System (CLETS), and the Cal-ID System. The Data Center also is responsible for all data processing and telecommunication activities related to these systems.

SERVICES

- C Provides up-to-date, accurate, and centralized criminal justice information.
- C Provides a telecommunication system to meet the needs of law enforcement agencies throughout the state.
- C Provides ready access to the central information source for all criminal justice agencies.
- C Protects the rights and privacy of individuals by placing strict security and confidentiality controls on criminal justice information.
- C Provides 24-hour network support and technical assistance.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
O. J. "Bud" Hawkins Data Center
P.O. Box 903307
Sacramento, CA 94203-3070

Application Development Bureau
(916) 227-2491 (CALNET) 498-2491

Hawkins Data Center Bureau
(916) 227-3045 (CALNET) 498-3045

Infrastructure Support Bureau
(916) 227-3178 (CALNET) 498-3178

24-HOUR Computer Operations
and Telecommunications (916)227-3000
(CALNET 498-3000)

ORGANIZED CRIME UNIT

The Organized Crime Unit works to eliminate organized criminal activity in California by coordinating statewide investigative efforts targeting traditional organized crime, outlaw motorcycle gangs, high tech crimes, illegal gambling, and Russian organized crime. It serves as the statewide clearinghouse for information regarding these groups.

SERVICES

- C Gathers, analyzes, and disseminates criminal intelligence regarding traditional organized crime, outlaw motorcycle gangs, and Russian organized crime in California. Traditional organized crime includes illegal gambling, loansharking, labor racketeering, gangland murders, and organized crime infiltration of businesses and pornography. La Cosa Nostra figures and their associates also are monitored.
- C Prepares and disseminates in-depth reports on the scope, patterns, and structure of organized crime.
- C Assists local, state and federal agencies in special projects such as link analysis diagrams, telephone toll analysis, event flow diagrams, encompassing charting, report preparations, and task forces.
- C Houses the state liaison program for INTERPOL. Processes all California requests for assistance from foreign countries. Assists California agencies in obtaining criminal investigation information from foreign countries.

INQUIRIES

California Department of Justice
Division of Law Enforcement
California Bureau of Investigation
Organized Crime Unit
P.O. Box 163029
Sacramento, CA 95816-3029
(916) 227-4218 (CALNET) 498-4218
FAX (916) 227-4097

PALM PRINTS

The manual Palm Print file was established at the Department of Justice (DOJ) in August, 1995. As of February 1, 2001, the file contained subjects who were required by statute to register with the DOJ. On January 1, 1999, the law was modified to include additional felony convictions (California Penal Code Section 296), as well as registrants. Comparisons of latent palm impressions against this file are made when suspects are known to law enforcement agencies. Unlike the ALPS, a cold search capability does not exist at this time.

In April 1999, a Palm Print Advisory Committee consisting of representatives from sheriff and police departments, was formed to assist the DOJ in designing and implementing an automated palm print system.

SERVICES*

- Provide law enforcement agencies the ability to transmit palm prints, including the writer's palm impressions, electronically through Cal-ID.
- Provide electronic "cold search" capability using latent palm impressions.
- Conduct latent palm print searches for California law enforcement agencies that do not have the resources to complete their own palm processing.

INQUIRIES

California Department of Justice
Bureau of Criminal Identification and Information
P.O. Box 168007
Sacramento, CA 95816-8007
(916) 227-3314 (CALNET) 498-3314

- * Services will be available once the California Automated Palm Print System (CAPPS) is implemented.

PRECURSOR COMPLIANCE PROGRAM

Precursor chemicals are used by clandestine laboratory operators to manufacture illegal drugs. The Precursor Compliance Program (PCP) is a regulatory and enforcement support program under the direction of the Clandestine Laboratory Coordinator in the Bureau of Narcotic Enforcement. The program operates as the state regulatory authority over businesses providing or receiving precursors (chemicals used in manufacturing controlled substances that remain as part of the finished product), laboratory glassware, apparatus, reagents and solvents.

SERVICES

- C Collects, reviews and automates information related to reporting requirements and permit procedures and disseminates the information to law enforcement personnel throughout the state.
- C Issues, denies and revokes Precursor Business Permits.
- C Advises chemical manufacturers, wholesalers and retailers of regulatory and reporting requirements, and conducts inspections.
- C Provides tactical, case-specific analytical assistance, including link analysis, telephone toll analysis and other organizational services in support of clandestine lab investigations.

INQUIRIES

California Department of Justice
Division of Law Enforcement
Bureau of Narcotic Enforcement
Precursor Compliance Program
P.O. Box 161089
Sacramento, CA 95816-1089
(916) 227-3959 (CALNET) 498-3959
FAX: (916) 227-0546

PROBLEM RESOLUTION

The Problem Resolution Unit provides assistance to California and out-of-state criminal justice agencies, the Federal Bureau of Investigation and Sections/Programs/Bureaus within the Department of Justice regarding missing, illegible or incorrect information on California criminal history records. PRU also provides technical information and assistance to California criminal justice agencies on how to complete the appropriate reporting forms and assists criminal justice agencies on how to read the manual and automated California criminal history records.

SERVICES

- C Staff analyze and interpret criminal justice documents on a routine and expedite basis and resolve errors or omissions prior to entry into the Automated Criminal History or offender-Based Transaction Statistics Systems.
- C Staff contact Sheriff and Police Departments, District and City Attorneys, Probation Offices and Courts to obtain information needed to complete the California criminal history.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
Bureau of Criminal Identification and Information
Record Information and Services Program
Problem Resolution Unit
P.O. Box 903417
Sacramento, CA 94203-4170
(916) 227-2221 (CALNET) 498-2221

PUBLIC INFORMATION OFFICE

The Public Information Office provides assistance to local law enforcement agencies in dealing with public affairs and the news media.

SERVICES

The Public Information Office serves as the liaison between the media and the Department of Justice, Division of Law Enforcement, Division of Criminal Justice Information Services, and the Firearms Division, and is also able to provide service and technical assistance to local law enforcement agencies in the following areas:

- C The creation and distribution of news releases.
- C Holding news conferences and other public events.
- C Setting up media conference centers to deal with major situations and crimes.
- C Creating and distributing publications.
- C Setting up public information programs.

INQUIRIES

California Department of Justice
Public Information Office
P.O. Box 903281
Sacramento, CA 94203-2810
(916) 227-3882 (CALNET) 498-3882
FAX: (916) 227-3880

RECORD REVIEW AND VISA CLEARANCE

SERVICES

- C Provides record review and visa clearance services to individuals pursuant to Penal Code Sections 11120 through 11127 and 11105(c)(8).

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
Bureau of Criminal Identification and Information
Record Information and Services Program
P.O. Box 903417
Sacramento, CA 94203-4170
(916) 227-3832 (CALNET) 498-3832

RECORD SEALING/DISMISSALS/PARDONS

The Department is responsible for performing a variety of sealing, modification, dissemination, destruction, update and delete functions involving the state summary criminal history information. These functions are performed on manual and automated records. A variety of documents including Court Orders, Minute Orders and Subsequent Action Arrest and Disposition Reporting Forms are used to perform certain functions including record sealing, certificate of rehabilitation, charge reduction and dismissal activities.

SERVICES

- Provide guidance to attorneys, criminal justice courts and public and law enforcement agencies regarding the sealing of arrest records, expungements, dismissals and certificates of rehabilitation.
- Prepare adult and juvenile record sealings pursuant to Penal Code Sections 851.7, 851.8, 1203.45 and record sealings pursuant to California Welfare and Institutions Code Sections 781 and 389.
- Process federal and state pardons and certificates of rehabilitation pursuant to Penal Code Section 4852.01.
- Process the reduction of certain felony offenses to misdemeanor charges pursuant to Penal Code Section 17.
- Process dismissal actions pursuant to Penal Code Section 1203.4.
- Notify law enforcement agencies and the FBI when a specific arrest entry/record has been ordered sealed.

INQUIRIES

California Department of Justice
Bureau of Criminal Identification and Information
P.O. Box 903417
Sacramento, CA 94203-4170
(916) 227-3812 (CALNET) 498-3812

RECORDS SECURITY

The Criminal Record Security Section provides technical assistance in the proper use of state and local Criminal Offender Record Information (CORI) by criminal justice agencies and other public agencies.

SERVICES

- C Reviews and authorizes access to criminal history information by employing and licensing agencies.
- C Investigates misuse of both criminal history information and information delivered via the California Law Enforcement Telecommunications System.
- C Provides certified copies of criminal history information and responds to subpoenas for expert testimony in criminal and civil trials.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
Bureau of Criminal Justice Information and Analysis
Communication Administration Program
P.O. Box 903417
Sacramento, CA 94203-3870
(916) 227-3460 (CALNET) 498-3460
FAX: (916) 227-4815

SECONDHAND DEALER AND PAWNBROKER LICENSING

The Secondhand Dealer and Pawnbroker Licensing file is a statewide, offline file of licensed secondhand dealers and pawnbrokers, which was established pursuant to Business and Professions Code Section 21641 and Financial Code Section 21300. The Secondhand Dealer and Pawnbroker Licensing Unit processes applications for secondhand dealer and pawnbroker licenses, and upon completion of the background check, provides the licensing authority (chief of police or sheriff) with a comment on the applicant's eligibility for the license. This file ensures that the state secondhand dealer and pawnbroker laws are administered uniformly.

SERVICES

- C Assists local licensing agencies develop and implement a secondhand dealer and pawnbroker licensing program.
- C Provides information to law enforcement agencies, secondhand dealers, pawnbrokers and the general public related to the secondhand dealer and pawnbroker licensing and reporting laws.
- C Develops, maintains, and provides secondhand dealer and pawnbroker licensure forms to local licensing authorities.
- C Provides the secondhand dealer and pawnbroker reporting forms to secondhand dealers and pawnbrokers at cost.
- C Provides listings of licensed secondhand dealers and pawnbrokers to law enforcement agencies upon request.
- C Sends a subsequent arrest notification to agencies when a licensed secondhand dealer or pawnbroker is convicted of a property-related crime.
- C Sends pre-renewal license notices to Law Enforcement agencies to ensure the integrity of the secondhand dealer and pawnbroker file and compliance with state law.
- C Notifies law enforcement and licensing agencies and secondhand dealers and pawnbrokers of any changes in the secondhand dealer and pawnbroker laws.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
Bureau of Criminal Information and Analysis
Secondhand Dealer and Pawnbroker Licensing Unit
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-3688 (CALNET) 498-3688
FAX: (916) 227-3774

SEX AND ARSON REGISTRATION PROGRAM

The Sex and Arson Registration Program maintains central statewide files on criminals who are required to register as sex offenders (Penal Code Section 290) and arson offenders (Penal Code Section 457.1).

SERVICES

- C Maintains sex and arson registrant records in the Violent Crime Information Network (VCIN).
- C Determines if an individual is required to register.
- C Conducts searches of VCIN to provide investigators information regarding sex registrants.
- C Provides listings of sex and arson registrant records to law enforcement agencies to notify them of registrants residing in their jurisdictions.
- C Notify local law enforcement agencies when registrants intend to reside in their jurisdictions.
- C Provides listings of persons in violation of registration requirements.
- C Prepares certifications letters of registration requirements for court purposes.
- C Assists law enforcement agencies in the implementation and maintenance of manual and automated local sex and arson files.
- C Provides assistance to agencies in entering data into (VCIN) via CLETS.
- C Train criminal justice agencies on registration services provided by the DOJ, registration requirements, and changes in registration laws.
- C Evaluate out-of-state registration cases to determine requirements to register in California.
- C Notify other states when California registrants move to their state.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
Bureau of Criminal Information and Analysis
Sex and Arson Registration Program
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-3288 (CALNET) 498-3288
FAX (916) 227-4345

SEXUAL HABITUAL OFFENDER PROGRAM

The Sexual Habitual Offender Program (SHOP) provides information on sexual habitual offenders to law enforcement agencies in California and other states. SHOP identifies sexual habitual offenders based on criteria in Penal Code Section 13885.4, establishes methods to track and monitor offender activities, and provides information and assistance to law enforcement and prosecuting agencies.

SERVICES

- C Provide a single contact point between the Department of Justice and local law enforcement agencies for assistance in profiling and investigating criminal activity involving sexual habitual offenders (SHOs).
- C Provide information to local agencies regarding crime victims, offenders, and modus operandi (MO) or crime scene information involving SHOs.
- C Provide law enforcement and prosecuting agencies with information to assist in the identification, apprehension, and prosecution of SHOs.
- C Coordinate information between state, local, and federal agencies to maximize the ability to apprehend and prosecute SHOs.
- C Notify all local agency SHOP coordinators of subjects who meet the criteria of a sexual habitual offender.
- C Provide law enforcement agencies with listings of known sex offenders scheduled for release from prison.
- C Develop comprehensive information files on each SHO.
- C Develop and distribute summary profiles and information bulletins on SHOs to appropriate law enforcement agencies.
- C Track and monitor the activities of each SHO and provide location/activity information to local agencies upon request.
- C Train criminal justice agencies throughout California on services provided by SHOP.
- C Submit selected sexual assault cases to the CAL-DNA lab in an effort to identify suspect(s) or serial activity.
- C Provide information on sex offenders from public data bases to law enforcement agencies including: voter registration, real estate, vital statistic, and etc. files.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
Bureau of Criminal Information and Analysis
Sexual Habitual Offender Program
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-4199 (CALNET) 498-4199
FAX (916) 227-4085

SPECIAL REQUESTS (STATISTICAL CRIME DATA)

The Criminal Justice Statistics Center responds to special requests for statistical data relating to the juvenile and adult criminal justice systems. Requests for this information are received from the governor, the Legislature, the attorney general, criminal justice administrators and planners, researchers, the news media, and the general public.

See also: Criminal Statistical Data
Publications: Appendix B

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
Bureau of Criminal Information and Analysis
Criminal Justice Statistics Center
(formerly Bureau of Criminal Statistics)
Statistical Analysis Center
P.O. Box 903427
Sacramento, CA 94203-4270
(916) 227-3509 (CALNET) 498-3509

STATEWIDE INVESTIGATIVE NETWORKING SYSTEM (SINS)

The **SINS** was designed for and by law enforcement to provide a means for managing and tracking suspects and their activities. This highly sophisticated and integrated system provides critical assistance in the investigation and prosecution of criminal cases by facilitating tracking and geographically displaying criminal activity on large monitors. Its major technology components include: a critical event and mapping analytical module, an intelligence module, a case information management module, an access management module and a highly secure network.

SERVICES

The major technology components include:

- **GEMS** is a geographic event information (mapping) system which, when used in conjunction with other SINS application components, presents a graphical display of scheduled law enforcement operations, address matching, and incident reporting.
- **CEV** is a deconfliction application component in which planned enforcement activities are stored and maintained. Used in conjunction with the SINS GEMS application component, upcoming events are monitored for possibilities of potentially dangerous conflicting law enforcement operations.
- **RISSNET II** is an intelligence application component within the **SINS** technology, that serves as the 1) Western States Information Network (WSIN) region-wide repository for the narcotic intelligence for California, Oregon, Alaska, Hawaii and Washington states, and 2) the California Attorney General's state-wide non-narcotic intelligence component, the **ACII**. The **ACII** database also housed criminal intelligence data for the Law Enforcement Intelligence Unit (LEIU), an international law enforcement association. Both integrated access to criminal intelligence throughout the country.
- **CIMS** is an application designed to manage the enforcement and investigation aspects of the case development process. It is designed to encourage and support cross sharing and cross-case analysis.
- **AGREP** is an access management component and the mechanism used to manage **SINS** users.
- **SWBSADIS** is a component designed to facilitate integrated access to other state systems and sharing of counter-drug and criminal information between California, Arizona, New Mexico, and Texas.
- **SINS HELP DESK** is a service provided to the SINS participants for answering questions or problem resolution with either system equipment, system network or use of the above applications.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services

SINS Help Desk (916) 227-3987
Legacy Application Support Unit (916) 227-3881
Analytical/Decision Support (916) 227-3176
System Support Unit (916) 227-3193
Client Services (916) 227-3104
SINS Migration (916) 227-3104

STOLEN VEHICLES/BOATS

The Stolen Vehicle System (SVS) and the Automated Boat System (ABS) are online statewide, centralized data bases that contain records of stolen vehicles, boats and airplanes. The statewide systems are accessible by law enforcement 24 hours a day via the California Law Enforcement Telecommunications System (CLETS).

When a stolen vehicle or boat, felony vehicle, stolen or lost license plate(s), or stolen vehicle or boat part(s) is reported to a law enforcement agency in California, it is entered into SVS or ABS. When these records are entered by the agency, they are transmitted by CLETS to the Stolen Vehicle Unit (SVU). Personnel in the SVU check the data in these entries for correct formats and data field codes, according to the Criminal Justice Information System (CJIS) Manual. If the record indicates a stolen or felony vehicle, SVU personnel will use the National Insurance Crime Bureau manuals and other reference materials to determine the correct vehicle year, make, model, and style. Additional SVS files include: stored, lost, repossessed, and pawned vehicles and boats.

The SVS/ABS also has an offline historical data base containing canceled or cleared transactions of stolen and felony vehicle records, vehicle parts records, stolen boat records and boat parts records. Records in the historical data base are stored offline on magnetic tape and are retained for seven years.

SERVICES

- C Provides local agencies with access to a statewide centralized repository of records of stolen vehicles, stolen license plates, stolen vehicle parts, felony vehicles, repossessed vehicles, impounded vehicles, lost vehicles, stolen construction equipment, stolen farm equipment, stolen boats, stolen boat parts, stolen airplanes, and vehicles associated with missing persons.
- C Notifies the registered and legal owner(s) of vehicles stored over 120 hours, if the storing agency has been unable to make notification (per CVC 22854).
- C Notifies the registered and legal owner(s) of vehicles stored in garages over 30 days as to the condition and location of the vehicle (per CVC 10652).
- C Receives notices of acquisition from licensed dismantlers (per CVC 11520). The vehicles are checked for stolen status before dismantling begins.
- C Makes a comparative analysis of stolen vehicle and stolen boat entries with the Department of Motor Vehicles (DMV) registration records.
- C Conducts special searches of the automated data bases to assist in law enforcement investigations.
- C Places a the Department of Justice "stop," "restraint," or "stop referral" on DMV registration files to prevent the re-registration of vehicles that have been reported stolen.
- C Provides 24-hour technical assistance on system use to all law enforcement agencies.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
Bureau of Criminal Information and Analysis
Stolen Vehicle Unit
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-3686 (CALNET) 498-3686
FAX: (916) 227-3741

SUPERVISED RELEASE FILE

The Supervised Release File (SRF) is an online file, available through CLETS, that provides an index to records of active parolees, probationers, sex and arson registrants, career criminals, and violent offenders.

SERVICES

The SRF serves as an index to:

- Ⓒ CDC parolees, entered by the California Department of Corrections.
- Ⓒ CYA parolees, entered by the California Youth Authority.
- Ⓒ County probationers, entered by county probation departments.
- Ⓒ Federal probationers, entered by the U.S. Probation Department.
- Ⓒ Sex and arson registrants, updated twice daily from the Violent Crime Information Center.
- Ⓒ Career criminals, as defined in Penal Code Section 13853, and entered by law enforcement agencies.
- Ⓒ Violent Offenders programmatically created by the Department of Justice (DOJ) when the subject's other SRF record types become inactive.

A typical response, such as a CDC parole record, may show an individual on parole; his/her physical descriptors; a primary offense; sex registration status; the parole agent's name, phone number and unit; and any advisory information the agent may feel is important for law enforcement to immediately know. Each of the other record types is similarly designed.

After receiving a positive hit, the SRF allows law enforcement to send a Contact Message to the supervising agency. The contact message identifies the agency; date and time the message is sent; officer's name and phone number; enforcement action taken; the vehicle the subject is associated with; and a brief comment field for the particulars about the contact. The contact message is transmitted through CLETS to the supervising agency. All contact messages are connected to the base record, allowing access by law enforcement for tracking purposes.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
Bureau of Criminal Information and Analysis
Supervised Release File
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-4877 (CALNET) 498-4877
FAX (916) 227-4814

SURVEILLANCE EQUIPMENT

The Technical Operations Unit supports local, state and federal law enforcement agencies' investigative efforts by providing sophisticated electronic technology that includes a wide range of communications, video and surveillance equipment.

SERVICES

- C Makes short-term loans of specialized equipment to state and local law enforcement agencies.
- C Provides consultant services regarding the proper operation of various types of photographic, optical, electro-optical, video, and radio intercept equipment.
- C Provides training in the correct use and operation of selected surveillance equipment with emphasis on the capabilities and limitations of the equipment. Training is provided both at the Department of Justice facility and off-site, by special arrangement.
- C Provides audio tape filtering and enhancement, at the Department of Justice facility, by appointment.
- C Assists and trains in pen register technology and installation by special arrangement.
- C Assists state and local law enforcement agencies with the installation and operation of covert surveillance equipment. This assistance is provided by technical personnel under certain circumstances on a case-by-case basis.
- C Assists local and state agencies perform "interception of wire communications" in compliance with state law (Penal Code 629), with proper recording and verification equipment. Requires special arrangements and circumstances.
- C Provides publications or reports upon request to aid in the selection of equipment.
- C Provides consultation on methods of surveillance using particular kinds of equipment and the capabilities and limitations of such equipment.

INQUIRIES

California Department of Justice
Division of Law Enforcement
Mission Support Branch
Technical Operations Unit
P.O. Box 163029
Sacramento, CA 95816-3029
(916) 227-4142 (CALNET) 498-4142
FAX (916) 227-4141

SYSTEM SUPPORT UNIT

The System Support Unit (SSU) processes and resolves all problematic transactions or errors related to the electronic submission of criminal arrest information.

SERVICES

- C Staff monitor electronic processing queues for errors and resolve the errors by researching internal policies and procedures, California criminal offense codes, and by contacting the submitting agency.
- C Staff assist local Criminal Justice Agencies as well as Sections/Programs/bureaus within DOJ who have identified problems with automated or manual criminal records and ensure corrections, additions, or changes are made to the records
- C Staff perform complex technical and analytical work on an expedite basis relating to criminal and applicant double records, rejected transactions and duplicate transaction submissions. Staff work closely with other Bureau Programs to ensure records in all of the automated systems are synchronized.

INQUIRIES

California Department of Justice
Bureau of Criminal Identification and Information
Record Information and Services Program
Systems Support Unit
P.O. Box 903417
Sacramento, CA 94203-4170
(916) 227-0543 (CALNET) 498-0534

VIOLENCE SUPPRESSION PROGRAM

The Violence Suppression Program (VSP) provides leadership, coordination, expertise, operational techniques and resources to combat the growing problem of violent crimes being committed using weapons, firearms and explosives. This program focuses on the investigation and apprehension of violent repeat criminal offenders who possess or use illegal firearms.

SERVICES

- C Provides statewide leadership, coordination, expertise and resources to combat the growing problem of violent crimes being committed using weapons, firearms and explosives.
- C Establishes investigative task forces and/or strike forces in violence-prone metropolitan centers of the state with responsibility for conducting, supporting and coordinating multi-agency and multi-jurisdictional investigations concerning the possession and use of illegal weapons by violent repeat offenders.
- C Conducts investigations and assists law enforcement agencies with targeting, identifying and apprehending violent career criminals and removing their weapons from the community.
- C Provides analytical research and charting support to law enforcement personnel who concentrate their efforts on violent criminals.
- C Investigates and apprehends criminals responsible for trafficking in illegal weapons and/or possession of caches of illegal weapons and explosives.

INQUIRIES

California Department of Justice
Division of Law Enforcement
Bureau of Narcotic Enforcement
Violence Suppression Program
P.O. Box 161089
Sacramento, CA 95816-1089
(916) 227-4063 (CALNET) 498-4063
FAX: (916) 227-3945

WANTED PERSONS SYSTEM

The Wanted Persons System (WPS) was established in 1971 as the first online statewide, centralized database system for the Department of Justice (DOJ). It is a computerized file of fugitives for whom arrest warrants have been issued. This 24-hour pointer system is used to alert law enforcement agencies of the possibility that the subject, on whom they are making an inquiry, may be a wanted person. It also provides information that may help to ensure the safety of officers who are attempting to apprehend wanted persons.

Authorized agencies throughout the state can utilize remote access terminals to enter warrant information directly into the WPS through the California Law Enforcement Telecommunications System (CLETS). The WPS provides a direct interface with the National Crime Information Center (NCIC), information entered into the WPS can also be programmatically transmitted to NCIC and therefore be available at the national level.

SERVICES

- C Provides a central repository of warrant information available to all law enforcement agencies via CLETS.
- C Assists law enforcement agencies to access, update, and maintain warrant information in a central repository.
- C Provides information to law enforcement agencies on wanted persons that are arrested using a name different from the name on the warrant.
- C Notifies law enforcement agencies when a wanted person submits an applicant fingerprint card or a Dealer's Record of Sale for the purchase of firearms.
- C Notifies law enforcement agencies when an inquiry is made on an Automated Criminal History System record, which is flagged when the subject is wanted for questioning.
- C Conducts special searches of the WPS to assist law enforcement agencies with their investigations. An agency can request a special search by a known tattoo, scar, height, weight, or any of 23 data elements.
- C Provides law enforcement agencies with a validation process to ensure that warrant information in the WPS and NCIC is current and complete.
- C Maintains the California's Most Wanted Fugitive Internet Directory to allow California law enforcement agencies to place their "violent felony" fugitives onto the Internet. Provides Law Enforcement agencies the ability to inquire on their own or another agency's Top 10 Most Wanted Persons for each of the nine most violent offenses in WPS.

INQUIRIES

California Department of Justice
Division of Criminal Justice Information Services
Bureau of Criminal Information and Analysis
Wanted Persons Unit
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-3689 (CALNET) 498-3689
FAX: (916) 227-3741

WITNESS PROTECTION PROGRAM (CALIFORNIA)

The California Witness Protection Program (CWPP) administers funding to district attorneys for the protection of threatened witnesses testifying in criminal proceedings. Witnesses testifying in gang, organized crime, or narcotic trafficking cases, or in other cases which have a high degree of risk to the witnesses, are given priority by the CWPP.

SERVICES

- C Relocation costs and transportation or storage of the witness' personal possessions.
- C Local residence expenses or temporary, semi-permanent, or permanent lodging needs.
- C Security and utility deposits.
- C Basic living needs to include meals, utilities, and incidentals.
- C Per diem and overtime costs incurred by law enforcement personnel during the armed protection or escort of a witness.
- C Costs involved in the process of changing a witness' identity.

INQUIRIES

California Department of Justice
Division of Law Enforcement
California Bureau of Investigation
California Witness Protection Program
P.O. Box 163029
Sacramento, CA 95816-3029
(916) 227-4212 (CALNET) 498-4212
FAX: (916) 227-4134

APPENDIX A

FORMS

APPENDIX A

FORMS

The Department of Justice (DOJ) provides a variety of reporting forms to local law enforcement agencies.

FORM #	DESCRIPTION
BID 5	Registration Fingerprint Card
SS 8072	Registration Receipt
SS 8102	Change of Address
BCIA 8135	Stored Vehicle Form

INQUIRIES: Central Services Unit
P.O. Box 903367
Sacramento, CA 94203-3670
(916) 227-4147 (CALNET) 498-4147
or
DOJ Command Center at (916) 227-3244 (CALNET) 498-3244 during non-business hours.

NOTE: Criminal fingerprint cards (FD 249) are obtained directly from the FBI. Mail requests to: Federal Bureau of Investigation, Identification Division, Washington, D.C. 20537. Requests must include requesting agency ORI. For emergency requests, telephone (202) 324-5470.

FORM #	DESCRIPTION
BI 107	Swap Meet Sellers Information Report
JUS 123	Pawnbroker/Secondhand Dealer Report
JUS 124	Inter-Dealer Tangible Personal Property Transfer Report
JUS 125	Application for Secondhand Dealer or Pawnbroker License
JUS 126	Secondhand Dealer License (Initial/Renewal)
JUS 126B	Pawnbroker License (Initial/Renewal)

INQUIRIES: California Department of Justice
Bureau of Criminal Information and Analysis
Automated Property/Firearms and Dealer Licensing Section
P.O. Box 903417
Sacramento, CA 94203-4170
(916) 227-3688 (CALNET) 498-3688

FORM #	DESCRIPTION
BCIA 4130	Application for Check Cashers Permit

INQUIRIES: California Department of Justice
Bureau of Criminal Information and Analysis
Check Cashers Permit Program
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-3250 (CALNET) 498-3250

FORM #	DESCRIPTION
BCIA 4066	Child Abuse Central Index Check for Licensed Adoption Agency
DOJ 900	Medical Report - Suspected Child Abuse
SS 8572	Suspected Child Abuse Report
SS 8583	Child Abuse Investigation Report

INQUIRIES: California Department of Justice
Bureau of Criminal Information and Analysis
Child Protection Program
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-3285 (CALNET) 498-3285
FAX: (916) 454-3253

FORM #	DESCRIPTION
BCIA 4076	Superior Court Report of Firearm Prohibition/Release
BCIA 4077	Juvenile Court Report of Firearm Prohibition
BCIA 4501	Application to Carry Concealed Pistol, Revolver or Other Firearm
BCII 4074	Law Enforcement Report of Firearm Prohibition (TARASOFF)
BCII 4502	Modification of License to Carry Concealed Firearm

INQUIRIES: California Department of Justice
Bureau of Criminal Information and Analysis
Firearms Program
P.O. Box 820200
Sacramento, CA 94203-0200
(916) 227-3703 (CALNET) 498-3703

FORM #	DESCRIPTION
LEIC 10	Supply Request Form
LEIC 15	Supplemental Homicide Report
LEIC 700	No. of Authorized, Full-Time, County-Funded Prosecution Personnel
LEIC 701	No. of Authorized, Full-Time, County-Funded Public Defender Personnel
LEIC 703	No. of Authorized, Full-Time, County-Funded Probation Personnel
LEIC 713	Death in Custody Report
LEIC 715	Monthly Report of Domestic Violence-Related Calls for Assistance
LEIC 720	Annual Report of Jail and Camp Population
LEIC 724	Citizens' Complaints Against Peace Officers
LEIC 726	Adult Probation - Monthly Summary Report of Jurisdictional Cases
LEIC 727	Violent Crimes Committed Against Senior Citizens
LEIC 743	Computer Tape Submission Form
JUS 02	Full-Time Law Enforcement Employees as of October 31
JUS 729 B&C	Property Stolen by Classification/Type and Value
JUS 729 D	Tally Sheet #4 - Larceny Theft
JUS 750	Monthly Arrest and Citation Register
JUS 843a	Tally Sheet #1 - Homicide/Rape
JUS 843b	Tally Sheet #2 - Robbery
JUS 843c	Tally Sheet #3 - Burglary
JUS 843e	Tally Sheet #5 - Assault/Vehicle Theft

FBI Forms

DO-58	Tally Book
DO-65a	Monthly Return of Offenses Known to Police
DO-71	Law Enforcement Officers Killed or Assaulted
DO-73	Monthly Return of Arson Offenses

INQUIRIES: California Department of Justice
Bureau of Criminal Information and Analysis
Criminal Justice Statistics Center
P.O. Box 903427
Sacramento, CA 94203-4270
(916) 227-3558 (CALNET) 498-3523

FORM #	DESCRIPTION
BID 8	Personal Identification (Child) Fingerprint Cards
BID 8576	Unidentified Deceased Reporting Form (Coroners Only)
SS 8567	Request to Release Dental Records/Photograph

INQUIRIES: California Department of Justice
Bureau of Criminal Information and Analysis
Missing/Unidentified Persons Unit
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-3290 (CALNET) 498-3290
FAX: (916) 227-3270

FORM #	DESCRIPTION
BCII 5	Registration Fingerprint Card (Green)
BCIA 8047	Notice of Registration Requirements
BCIA 8072	Registration Receipt
BCIA 8102	Registration Change of Address

INQUIRIES: California Department of Justice
Bureau of Criminal Information and Analysis
Sex/Arson Registration Program
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-3288 (CALNET) 498-3288
FAX: (916) 227-4345

FORM #	DESCRIPTION
JUS 702	SHOP Report Form

INQUIRIES: California Department of Justice
Bureau of Criminal Information and Analysis
Sexual Habitual Offender Program
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-4199 (CALNET) 498-4199
FAX: (916) 227-4085

FORM #	DESCRIPTION
JUS 360	AIDS Test Reporting
MH 1734	Dept. of Mental Health Conditional Release Program Certification of CII#

INQUIRIES: California Department of Justice
Bureau of Criminal Identification and Information
P.O. Box 903417
Sacramento, CA 94203-4170
(916) 227-3400 (CALNET) 498-3400

FORM #	DESCRIPTION
JUS 8715	Disposition of Arrest and Court Action
JUS 8715A	Subsequent Action Disposition Information
JUS 8716	Juvenile Arrest Disposition Report (Available mid 2001)
JUS 8717	Juvenile Arrest Subsequent Disposition Report (Available mid 2001)

INQUIRIES: California Department of Justice
Bureau of Criminal Identification and Information
P.O. Box 903417
Sacramento, CA 94203-4170
(916) 227-3397 (CALNET) 498-3397

FORM #	DESCRIPTION
FD 258	Applicant Fingerprint Card
BCII 8016	Request For Live Scan Service (Exclusive to Schools)
BCII 8043	Applicant Fingerprint Card Follow-Up Request
BCII 8302	No Longer Interested Notification

INQUIRIES: California Department of Justice
Bureau of Criminal Identification and Information
Applicant Processing Program
P.O. Box 903417
Sacramento, CA 94203-4170
(916) 322-2209 (CALNET) 492-2209 (Press Option 7)

FORM #	DESCRIPTION
BCII 8033	Application to Destroy Arrest/Conviction Records

INQUIRIES: California Department of Justice
Bureau of Criminal Identification and Information
Record Information and Services Program
Records Management and Problem Resolution
P.O. Box 903417
Sacramento, CA 94203-4170
(916) 227-3315 (CALNET) 498-3315

FORM #	DESCRIPTION
BCII 8012	DOJ Palm Print Card

INQUIRIES: California Department of Justice
Bureau of Criminal Identification and Information
CAL-ID Program
California Automated Palm Print Section
P.O. Box 168007
Sacramento, CA 95816-8007
(916) 227-3314 (CALNET) 498-3314

FORM #	DESCRIPTION
CCI	CCI Application for Training

INQUIRIES: California Department of Justice
Bureau of Forensic Services
California Criminalistics Institute
4949 Broadway, Room A104
Sacramento, CA 95820
(916) 227-3575 (CALNET) 498-3575

FORM #	DESCRIPTION
BFS 4	Request for Physical Evidence Examination
BFS 8	Blood Sample Alcohol Analysis Envelope
BFS 11A	Intoxilyzer Cards
BFS 17	Controlled Substance Evidence Envelope
BFS 18	Controlled Substance Evidence Report
BFS 21	Urine Sample for Alcohol Analysis

INQUIRIES: California Department of Justice
Bureau of Forensic Services
Criminalistics Laboratory

(See directory for your local laboratory.)

FORM #	DESCRIPTION
BFS 19	Latent Print Case Submission Form
INQUIRIES:	California Department of Justice Bureau of Forensic Services Latent Prints Section 4949 Broadway, Room F-163 Sacramento, CA 95820 (916) 227-3797 (CALNET) 498-3797

FORM #	DESCRIPTION
DLE 205	DLE Central Library Book Request Form
DLE 206	DLE Central Library Information Request Form
DLE 207	DLE Central Library Journal Article Request Form
INQUIRIES:	California Department of Justice DLE Central Library (Headquarters) 4949 Broadway, Room E205 Sacramento, CA 95820 (916) 227-3542 (CALNET) 498-3542 FAX: (916) 227-4760

FORM#	DESCRIPTION
JUS 203	Transmittal Form
JUS 204	Transmittal Form (Billable)
INQUIRIES:	California Department of Justice Bureau of Criminal Identification & Information Record Information & Services Program Mail Services Unit P.O. Box 903417 Sacramento, CA 94203-4170 (916) 227-4145 (CALNET) 448-4145

FORM #	DESCRIPTION
BCII 8705	Application to Obtain Copy of State Summary Criminal History Record
INQUIRIES:	California Department of Justice Bureau of Criminal Identification & Information Record Information & Services Program P.O. Box 903417 Sacramento, CA 94203-4170 (916) 227-3832 (CALNET) 498-3832

APPENDIX B
PUBLICATIONS

APPENDIX B - Part 1

PUBLICATIONS

The Department of Justice prepares and distributes to local agencies publications describing crime, delinquency, the criminal justice system, and other areas of interest to law enforcement agencies. Below is an alphabetical listing of these publications. For inquiries or additional information, refer to Appendix B, Part 2 as referenced.

PUBLICATIONS	REFERENCE
Advanced Training Center Courses (annual)	ATC
Agency Terminal Coordinator (ATC) Directory	BCIA
Applicant Fingerprint Clearance Manual (1997)	BCII
Arrest and Disposition Reporting Manual (1991)	BCII
Attorney General's Roster of Selected Criminal Justice Agencies (1996)	BCIA
Automated Firearms System: Reference Booklet (1994)	BCIA
Automated Property System: Reference Booklet (1994)	BCIA
Automated Systems: Program Descriptions (1994)	BCIA
Basic Firearms Safety Certificate Handbook, 1995 (Course Instructors)	BCIA
Basic Firearms Safety Certificate Workbook, 1994 (English & Spanish)	BCIA
Bureau of Forensic Services Overview (Pamphlet)	BFS
Bureau of Forensic Services TIE-LINE (Semiannual)	BFS
Bureau of Narcotic Enforcement Activity Summary (annual)	BNE
California Bureau of Investigation Biennial Report	CBI
California Criminal Records Security Statutes and Regulations (1998)	BCIA
California Firearms Laws (1999) (\$2 <i>per copy</i>)	BCIA
California Law Enforcement Telecommunications (CLETS) Operating Manual (1996)	BCIA
Campaign Against Marijuana Planting (CAMP) (annual)	BNE
CCI Course Curriculum Catalog	BFS
Check Cashers Permit Program (Pamphlet) (1996)	BCIA
Child Protection Program (2001)	BCIA
Commonly Reported Statute Codes (1996)	BCII
Crime and Delinquency in California (annual)	BCIA

Crime and Delinquency in California - Advance Release (annual)	BCIA
Criminal History Inquiry Manual (1999)	BCII
Criminal History User's Guide (1999)	BCII
Criminal Intelligence File Guidelines (1994)	BI
Criminal Justice Information System (CJIS) Manual (1997)	BCIA
Criminal Justice Profile (annual county supplements to Crime and Delinquency publication)	BCIA
Criminal Offender Record Information Agencies (1994)	BCIA
Criminal Record Purge and Sealing Handbook (1990)	BCII
Dangerous Weapons Control Laws (1999) (on-line only at http://caag.state.ca.us/firearms)	FIREARMS
DMV Manual for CLETS (1997)	BCIA
Drug and Narcotic Codes - Uniform Controlled Substances Act (1994)	BNE
Gang Suppression Resources (Pamphlet)	CBI
Guide to Reporting Child Abuse to the Department of Justice (1988)	BCIA
Guide to Sex and Arson Registration Procedures (1992)	BCIA
Hate Crime in California (annual)	BCIA
Homicide in California (annual)	BCIA
Illegal Drug Price/Purity List (1995)	WSIN
Intelligence Operations Bulletins	BI
Interagency Training Program Course Catalog	ATC
International Police Organization (INTERPOL) (Pamphlet)	CBI
Law Enforcement Intelligence Unit (LEIU) (Pamphlet)	CBI
Less Than Full Access - Law Enforcement Liaison Guide (1994)	BCIA
Money Laundering and Financial Investigations Manual (1997)	BNE
National Crime Information Center (NCIC) Code Manual (1993)	BCIA
National Crime Information Center (NCIC) Operating Manual (1998)	BCIA
NCIC 2000 Consolidated Data Dictionary (1998)	BCIA
Organized Crime in California, Annual Report to Legislature	CBI
Organized Crime Unit (Pamphlet)	CBI
Peace Officers' Guide to Information Services (1995)	BCIA

Physical Evidence Bulletins	BFS
POST Certified Training Program Course Catalog (annual)	ATC
Preliminary Report: Crime in Selected California Law Enforcement Agencies (annual)	BCIA
Secondhand Dealer and Pawnbroker Laws - 1999	BCIA
SHOP Report Form Instructions (1994)	BCIA
SHOP Talk (newsletter) (1995-)	BCIA
Stolen Vehicle/Automated Boat Systems: Reference Booklet (1997)	BCIA
Terrorist and Criminal Extremist Analysis Program (Pamphlet)	CBI
Violence Suppression Program Reports (1997)	BNE
Wanted Persons System and Restraining Order System: Reference Booklet (1994)	BCIA
Witness Protection Program (Pamphlet)	CBI
Witness Protection Program Annual Report to the Legislature	CBI
WSIN Annual Report	WSIN
WSIN Quarterly Intelligence Digest	WSIN

APPENDIX B - Part 2

PUBLICATIONS - INQUIRIES

ATC

Advanced Training Center

4949 Broadway, Room E-131
Sacramento, CA 95820
(916) 227-3200 (CALNET) 498-3200
FAX: (916) 227-3198

BCIA

Bureau of Criminal Information and Analysis

P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-3754 (CALNET) 498-3754

Automated Systems Program

P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-3754 (CALNET) 498-3754

Child Protection Program

P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-3285 (CALNET) 498-3285

CLETS Administration Services

P.O. Box 160697
Sacramento, CA 95816-0697
(916) 227-3677 (CALNET) 498-3677

Criminal Justice Statistics Center (CJSC) (formerly Bureau of Criminal Statistics)

P.O. Box 903427
Sacramento, CA 94203-4270
(916) 227-3509 (CALNET) 498-3509

Missing/Unidentified Persons Unit

P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-3290 (CALNET) 498-3290

Sex/Arson Registration Program

P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-3288 (CALNET) 498-3288
FAX: (916) 227-4085

Sexual Habitual Offender Program

P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-4199 (CALNET) 498-4199
FAX: (916) 227-4085

BCII

Bureau of Criminal Identification and Information

P.O. Box 903417
Sacramento, CA 94203-4170
(916) 227-3849 (CALNET) 498-3849

BFS

Bureau of Forensic Services

P. O. Box 903337
Sacramento, CA 94203-3337
(916) 227-3635 (CALNET) 498-3635
FAX: (916) 227-3619

CBI

California Bureau of Investigation

P.O. Box 163029
Sacramento, CA 95816-3029
(916) 227-4045 (CALNET) 498-4045
FAX: (916) 227-4010

BNE

Bureau of Narcotic Enforcement

P.O. Box 161089
Sacramento, CA 95816-1089
(916) 227-4044 (CALNET) 498-4044
FAX: (916) 227-3945

WSIN

Western States Information Network

P.O. Box 903198
Sacramento, CA 94203-1980
(916) 263-1166 (CALNET) 435-1166
FAX: (916) 263-1180

Firearms Division

P.O. Box 820200
Sacramento, CA 94203-0200
(916) 227-3703 (CALNET) 498-3703

APPENDIX C

TRAINING

APPENDIX C - PART 1

TRAINING

The Department of Justice provides training in a variety of subject areas. Below is an alphabetical listing of the training services available. For inquiries or additional information, refer to Appendix C - Part 2 as referenced.

TRAINING	REFERENCE
Arrest and Disposition Reporting (Manual or Automated)	Arrest and Disposition Reporting
Asian Organized Crime Intelligence	Gangs and Criminal Extremist Unit
Automated Boat System (ABS)	Field Operations
Automated Criminal History System	Field Operations
Automated Firearms System (AFS)	Field Operations
Automated Property System (APS)	Field Operations
Cal-ID System	Automated Latent Prints
California Law Enforcement Telecommunications System (CLETS)	Field Operations
Check Cashers Permit Program	Automated Systems Program
Child Abuse Reporting	Child Protection Program
Criminal Extremist Intelligence	Gangs and Criminal Extremist Unit
Criminal Justice Information System (CJIS)	Field Operations
Criminal Record Security	Record Security
Domestic Violence Restraining Order Systems (DVROS)	Automated Systems Program
Firearms Laws/Regulations/Reporting	Firearms Division
Forensic Science	California Criminalistics Institute
Gang Intelligence	Gangs and Criminal Extremist Unit
In-Service Education and Training	Advanced Training Center
Interagency Training Program	Advanced Training Center
Law Enforcement Training	Advanced Training Center
Mental Health Firearms Prohibition System	Field Operations

TRAINING	REFERENCE
Missing and Unidentified Persons System (Automated)	Field Operations
Missing Persons and Unidentified Deceased Reporting	Missing/Unidentified Persons
Monthly Arrest and Citation Register (MACR)	Criminal Statistical Data
Narcotic Intelligence	Narcotic Intelligence
Narcotic Training	Advanced Training Center
National Crime Information Center (NCIC)	Field Operations
Organized Crime Intelligence	Organized Crime Analysis
Registration - Sex/Arson	Sex/Arson Registration
Restraining Order System (ROS)	Field Operations
Secondhand Dealer and Pawnbroker Licensing and Reporting	Automated Program Systems
Sexual Offender Profiling	Sexual Habitual Offender Program
Stolen Vehicle System (SVS)	Field Operations
Supervised Release File	Field Operations
Surveillance Equipment	Surveillance Equipment
Uniform Crime Reporting (UCR)	Criminal Statistical Data
Violent Crime Analysis	Investigative Support Crime Analysis Unit
Wanted Persons System	Field Operations

APPENDIX C - Part 2

TRAINING - INQUIRIES

Advanced Training Center (ATC)

4949 Broadway, Room E-131
Sacramento, CA 95820
(916) 227-3200 (CALNET) 498-3200
FAX: (916) 227-3198

Child Protection Program

Bureau of Criminal Information and Analysis
Child Abuse Program
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-3285 (CALNET) 498-3285

Applicant & Criminal Liaison

Bureau of Criminal Identification and Information
Live Scan Training
P.O. Box 903417
Sacramento, CA 94203-4170
(916) 227-6360 (CALNET) 498-6360

Criminal Statistical Data

Bureau of Criminal Information and Analysis
Criminal Justice Statistics Center
P.O. Box 903427
Sacramento, CA 94203-4270
(916) 227-3509 (CALNET) 498-3509

Arrest and Disposition Reporting

CJIS Operation Support Branch
Field Operations
P.O. Box 903427
Sacramento, CA 94203-4270
(916) 227-3755 (CALNET) 498-3755

Field Operations

CJIS Operation Support Branch
P.O. Box 903427
Sacramento, CA 94203-4270
(916) 227-3755 (CALNET) 498-3755
FAX: (916) 227-3658

Automated Latent Print Section

Bureau of Criminal Identification and Information
Criminal Records Improvement Program
P.O. Box 168007
Sacramento, CA 95816-8007
(916) 227-3314 (CALNET) 498-3314

Firearms Division

P.O. Box 820200
Sacramento, CA 94203-0200
(916) 227-3703 (CALNET) 498-3703

Check Cashers Permit Program

Bureau of Criminal Information and Analysis
Automated Systems Program
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-3758 (CALNET) 498-3758
FAX: (916) 227-3774

Forensic Science

Bureau of Forensic Services
California Criminalistics Institute
4949 Broadway, Room A104
Sacramento, CA 95820
(916) 227-3575 (CALNET) 498-3575

Missing/Unidentified Persons

Bureau of Criminal Information and Analysis
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-3290 (CALNET) 498-3290
FAX: (916) 227-3270

Sexual Offender Analysis

Bureau of Criminal Information and Analysis
Sexual Habitual Offender Program
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-4199 (CALNET) 498-4199
FAX: (916) 227-4085

Narcotic Intelligence

Western States Information Network
P.O. Box 903198
Sacramento, CA 94203-1980
(916) 263-1166 (CALNET) 435-1166
Fax: (916) 263-1180

Supervised Release File

Bureau of Criminal Information and Analysis
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-4816 (CALNET) 498-4816
FAX: (916) 227-3774

Organized Crime and Gang Intelligence

California Bureau of Investigation
Intelligence Operations
P.O. Box 163029
Sacramento, CA 95816-3029
(916) 227-4070 (CALNET) 498-4070

Surveillance Equipment

Mission Support Branch
Technical Operations Unit
P.O. Box 163029
Sacramento, CA 95816-3029
(916) 227-4142 (CALNET) 498-4142
FAX: (916) 227-4141

Record Security

Bureau of Criminal Information and Analysis
Communication Administration Program
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-3460 (CALNET) 498-3460

Violent Crime Analysis

Bureau of Criminal Information and Analysis
Investigative Support Crime Analysis Unit
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-4736 (CALNET) 498-4736
Fax: (916) 227-3663

Secondhand Dealer and Pawnbroker Licensing

Bureau of Criminal Information and Analysis
Automated Property/Firearms and Secondhand
Dealer Licensing Section
P.O. Box 903387
Sacramento, CA 94203-3870
(916) 227-3688 (CALNET) 498-3688
FAX: (916) 227-3774

Violent Crime Profiling Unit

California Bureau of Investigation
Sacramento Regional Office
3046 Prospect Park Dr., Suite 1
Rancho Cordova, CA 95670
(916) 464-2001 (CALNET) 433-2001
Fax: (916) 464-0889

Sex/Arson Registration

Bureau of Criminal Information and Analysis

Sex/Arson Registration Program

P.O. Box 903387

Sacramento, CA 94203-3870

(916) 227-3288 (CALNET) 498-3288

FAX: (916) 227-3270

Wanted Persons

Bureau of Criminal Information and Analysis

P.O. Box 903387

Sacramento, CA 94203-3870

(916) 227-3689 (CALNET) 498-3689

FAX: (916) 227-3774

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